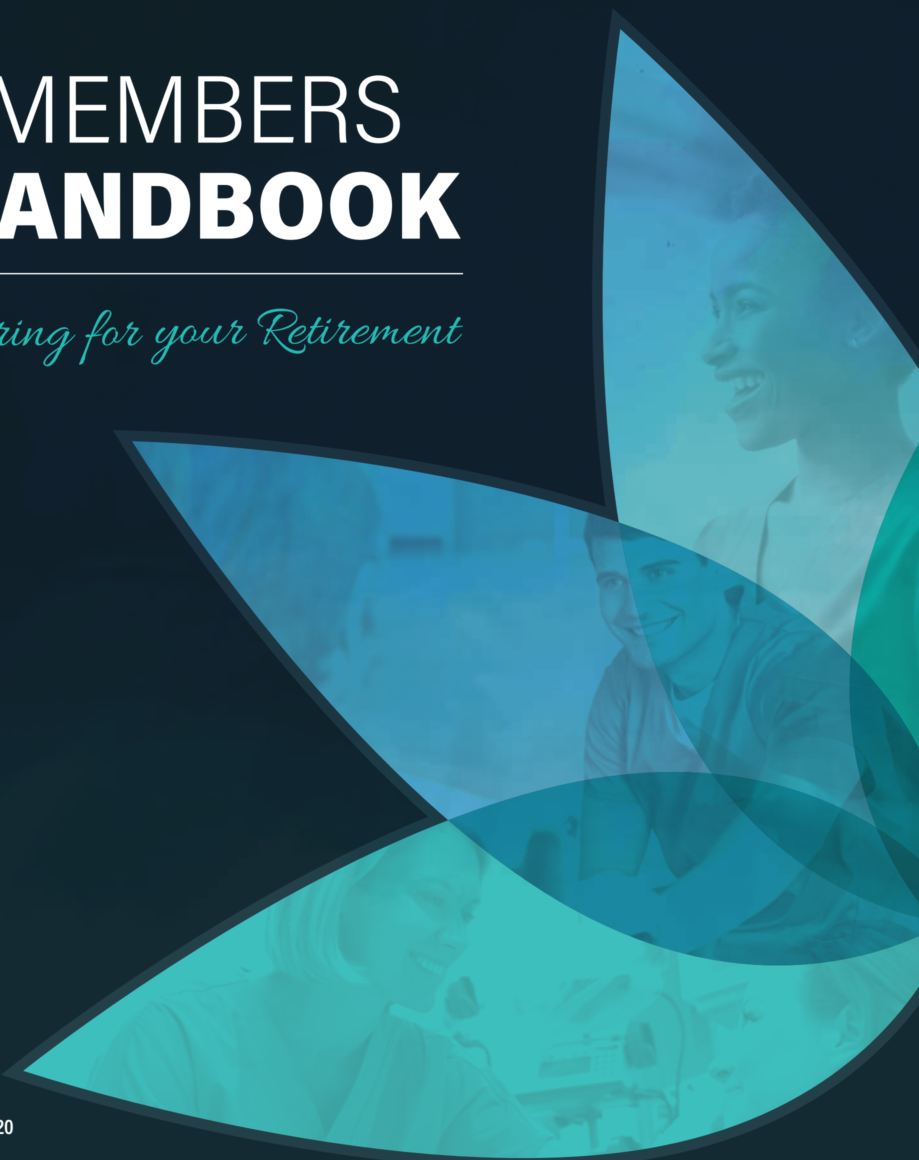
NHRIPP

NURSING HOMES AND RELATED INDUSTRIES PENSION PLAN

MEMBERS **HANDBOOK**

Caring for your Retirement



JUNE 2020

WELCOME TO THE

NHRIPP

Did you know that as a member of the NHRIPP, you are accruing a pension while you work? Your pension can help you maintain your financial security after you retire. This booklet describes how your pension plan works, who manages the Plan, and what you need to know to make the most of your pension benefits. Whether you're just beginning your career or you are a long-time Plan member, we encourage you to review this booklet and understand your Plan and the options available to you.

HAVE MORE QUESTIONS –

CONTACT US!

For more information about your pension plan, please contact InBenefits in the following ways:

By phone: 905-889-6200 or 1-800-287-4816
By fax: 905-889-7313
By e-mail: information@nhripp.ca

You can also write to:

310-105 Commerce Valley Drive West
Markham, Ontario L3T 7W3

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This handbook provides a summary of your pension plan in simple terms. It is not a legal document and does not cover every detail. A complete description can be found in the legal documents that govern the Plan and which are available from InBenefits. Every effort has been made to make this summary as accurate as possible. If there are any differences between the information in this handbook and the legal documents, the legal documents will govern. The pension laws of each province are different. The information provided in this handbook is based on the laws of Ontario, where the Plan is registered. If you work outside of Ontario different rules may apply. If you have any questions about the NHRIPP, please contact InBenefits.

CONGRATULATIONS!

Congratulations on becoming a member of the Nursing Homes and Related Industries Pension Plan (the NHRIPP or the Plan). Workplace pensions are becoming increasingly rare in Canada. As a member of the NHRIPP, you belong to a privileged group of employees who don't have to rely on government pensions and personal savings alone for your retirement income. NHRIPP pensions are in *addition* to any government pension or personal savings you may have. The amount of pension you will receive from the NHRIPP depends on how much you and your employer(s) contributed to the Plan and the pension formula(s) in effect while you have benefits in the Plan.

The NHRIPP began on January 1, 1990 to provide employees of nursing homes, retirement homes and related industries with an additional source of retirement income. The Plan now has hundreds of contributing employers and more than 65,000 members and pensioners. Active Plan members are represented by the unions which participate in the Plan. It provides pensions based on a formula.

The NHRIPP is a target-benefit pension plan. A target-benefit pension plan is designed by pension professionals to provide a certain targeted level of benefits. However, because contributions to the NHRIPP are fixed by collective agreement, that level of benefits is not guaranteed. If the Plan develops a funding shortfall, benefit levels for all members, including pensioners, may be reduced.

Whether you're just beginning your career or have been a long-time member of the NHRIPP, we urge you to take a few minutes to review this handbook to better understand how the Plan works. After all, the better you understand your benefits, the easier it will be to put them to work for you.

For the most up-to-date information, including any recent Plan changes, please see the notices and Plan amendments posted on the NHRIPP website **(www.nhripp.ca)**.

PLEASE REMEMBER TO KEEP US INFORMED

Please notify us immediately if there is any change in your personal information – including your employer, your mailing address, spousal status or beneficiary. To update your information, you can contact InBenefits, the Plan's administrator, for the appropriate forms or download them from the "Members" section of the NHRIPP website **(www.nhripp.ca)**. Contact information for InBenefits is on the inside front cover of this handbook.

QUICK FACTS ABOUT YOUR PLAN

How to join the Plan – If you have a job that requires your employer to make contributions to the Plan on your behalf, you automatically join the Plan on the first day of the month after you complete the hours of service required by your collective agreement. You normally stop being an active Plan member if no contributions have been received on your behalf for eight continuous months.

Contributions to the Plan – You and your employer(s) contribute to the Plan. The contribution rate is set by your collective agreement. These contributions, together with investment income, are used to provide your pension benefits.

Size of your pension – Your pension is based on the total contributions made by you and your employer(s). The current pension formula is $1.55 of monthly pension for every $100 in contributions received on your behalf. The formula may change from time to time. You may also qualify for a past service pension (see page 14 for more details).

When you can start your pension – You can retire with a full pension at age 65. If you retire between ages 55 and 65, your pension will be reduced. This reduction is required because your pension will be paid for a longer period. You cannot start your pension before age 55. By law, your pension must start to be paid by no later than December 1st of the year in which you turn 71.

How your pension is paid – When you retire, unless your pension is very small (see page 21 for details), you will receive a pension payment each month for life. Depending on the payment option you choose, benefits may also be paid to your spouse, your other beneficiaries or your estate after your death.

If you have a spouse – If you have a spouse when you retire, you must choose a payment option that provides a pension to your spouse if you die first. However, your spouse can sign a waiver giving up entitlement to this survivor's pension.

If you have a break in service before age 55 – You may keep your benefits in the Plan and start your pension at a later date, or transfer the solvency-funded portion of your pension benefits to a locked-in retirement savings vehicle, such as a locked-in RRSP. Your benefits will be permanently reduced to the amount which is transferred.

If you have a break in service after you reach age 55 – Your benefits must remain in the Plan until you start your pension.

If you die – If you die before your pension starts, your spouse, beneficiary or estate will receive a death benefit equal to the value of the pension you have accrued. If you die after your pension has started, death benefits (if any) will depend on the pension payment option you chose at retirement.

Be sure to check the pension dictionary on page 36 of this handbook for definitions.

RETIREMENT 101

To retire comfortably, experts say you will need to replace about 60% to 80% of the income you had while you were working. Where will that money come from?

The three main sources of retirement income are:

1. **workplace pension plans** (like the NHRIPP);
2. **government programs; and**
3. **personal savings.**

You will need to rely on all three sources.

1. **Workplace pension plans**
   A workplace pension plan, like the NHRIPP, is an important source of retirement income. The amount you receive from the NHRIPP will depend on any past service pension you may have, how much you and your employer(s) contribute, and the pension formula(s) in effect while you have benefits in the Plan.

2. **Government programs**
   Government programs include:
   - Canada Pension Plan (CPP);
   - Old Age Security (OAS); and
   - Guaranteed Income Supplement (GIS) for low-income Canadians.

   Please refer to page 32 for more details.

3. **Personal savings**
   When combined with your NHRIPP pension and government retirement benefits, your personal savings can help you reach your target retirement income. One of the best ways for you to save for retirement is using a tax-free savings account (TFSA). A Registered Retirement Savings Plans (RRSP) is also a good option. TFSAs and RRSPs are available at all the major banks and many other financial institutions.

   Please refer to page 34 for more details.

ABOUT THE NHRIPP

Who manages the Plan

Board of Trustees – The Plan is governed by a Board of Trustees made up of individuals appointed by the Service Employees International Union (SEIU), the Canadian Union of Public Employees (CUPE), Unifor and the Ontario Nurses' Association (ONA). The Board's role is to act in the best interests of Plan members and to ensure that the Plan is well managed. To view an updated list of Trustees please visit **www.nhripp.ca**. As of June 2020, the Trustees were:

Trustees	Union
Carol McDowell, *Chair of the Board of Trustees*	SEIU
Jim Flynn, *Chair of the Audit Committee*	CUPE
Cathy Carroll, *Chair of the Investment Committee*	SEIU
Candice Basara	Unifor
Patricia Carr	ONA
Matt Cathmoir	SEIU
Mary DeMille	Unifor
Tyler Downey	SEIU
Ricardo McKenzie	SEIU
Eulalee Robinson	SEIU
Andrew Ward	CUPE
Mia Warwick	CUPE
Alternate Trustees	**Union**
Marlene Hemmings	SEIU
Kelly Janes	Unifor
Andrea Kay	ONA
Valerie Trudeau	CUPE

One of the Board's key responsibilities is to choose experts to help run the Plan. Once it has selected these pension professionals, it's up to the Board to manage them and monitor their performance.

The Board is also responsible for deciding how contributions are invested. To help guide its decisions, the Board – with help from the Plan's investment consultant – has established a Statement of Investment Policies and Procedures, which sets out the Plan's investment goals, investment restrictions and strategies.

Plan administrator – InBenefits is the Plan's administrator and looks after the day-to-day activities of the Plan. These include record keeping, processing benefit and pension applications and communicating with members.

Other professionals retained by the Board of Trustees

As service providers may change from time to time, please refer to the website for the current list of pension professionals retained by the Board of Trustees.

Actuary

Eckler Ltd. provides Plan design advice and conducts regular reviews of the Plan's financial position.

Auditor

BDO Canada LLP prepares the Plan's annual financial statements.

Custodian

CIBC Mellon Global Securities Services Company holds the Plan's assets.

Investment consultant

Eckler Ltd. assists with the management of the Plan's assets, including the development of the investment strategy and the selection and monitoring of investment managers.

Investment managers

The following investment management firms invest the Plan's assets in accordance with the investment strategy of the Plan.

- BentallGreenOak
- BlackRock Inc.
- Burgundy Asset Management
- CBRE Global Investment Partners
- Connor, Clark & Lunn Investment Management Ltd.
- Fidelity Investments Canada
- Hillsdale Investment Management Inc.
- J.P. Morgan Asset Management
- Leith Wheeler Investment Counsel Ltd.
- Macquarie Infrastructure and Real Assets
- Northleaf Capital Partners
- PIMCO Canada
- State Street Global Advisors
- Walter Scott & Partners Ltd.

Lawyer

Goldblatt Partners LLP provides legal advice to the Board.

Plan changes

Under the terms of the Plan, the Board of Trustees has the power to change the Plan at any time in accordance with Ontario's *Pension Benefits Act* and the federal *Income Tax Act*. This includes:

- changing the Plan rules to comply with pension legislation,
- increasing benefit levels if the Plan has more than enough funds, or
- reducing benefit levels for current and former members (including pensioners), if the Plan does not have enough funds to pay the targeted-level of benefits – or if contributions are reduced or discontinued.

If your employer leaves the Plan

If your employer leaves the Plan, your membership will end unless you start working for another contributing employer and contributions are made on your behalf within eight months (please see *Break in Service* on page 25 for more information). If your employer leaves the NHRIPP before having made contributions for 15 years, your pension benefits may be adjusted. This means that pensions for all current and former employees (including pensioners) of that employer may be reduced. Please contact InBenefits for more information.

If the Plan ends

The Board intends to keep the Plan running for many generations to come. However, if it became necessary to wind up (end) the Plan, all funds remaining after all expenses are paid would be used to provide benefits to Plan members. Benefit levels could be adjusted up or down at that time depending upon the funds available.

The Plan belongs to a special class of pension plan called a Specified Ontario Multi-Employer Pension Plan (SOMEPP). SOMEPP designation is available to multi-employer, target-benefit pension plans, in which contributions are fixed by collective agreement. Ontario makes special funding rules available to such plans in recognition of the fact that plans with numerous employers are less likely to wind up than plans with just one employer. The Plan receives contributions from hundreds of employers.

As a SOMEPP, the Plan must be funded on a "going-concern" basis. That means it is funded on the assumption that it will continue indefinitely. The Plan is not required to be funded on a "solvency" basis, which assumes that the Plan ended on a specific date and all benefits were immediately paid out. In the unlikely event that the Plan ended while it had a solvency-funding shortfall, pension benefits would have to be reduced.

Your responsibility under the Plan

As a Plan member, we ask you to review the information that is provided to you (including this handbook and your annual pension statement) and to make sure your personal information is up to date. If you need help with your review, we encourage you to contact InBenefits.

A note about privacy

It is impossible to administer your pension benefits without using your personal information. However, the Board of Trustees is committed to protecting your privacy and has strict safeguards in place to protect your personal information from unauthorized access or use.

You have the right to see the information the Plan has on file for you, and to update or correct it as necessary. For more information, please contact InBenefits.

If your employer leaves the NHRIPP before having made contributions for 15 years, your pension benefits may be adjusted. This means that pension benefits for all current and former employees of that employer (including pensioners) may be reduced. Please contact InBenefits for more information.

HOW TO JOIN THE PLAN

If you are a member of a participating union and have a job that requires your employer to make contributions to the Plan on your behalf, you automatically join the Plan on the first day of the month after you complete the hours of service required by your collective agreement. The required hours of service cannot exceed 975. If you're not sure how many hours you need under your collective agreement, ask your union representative.

Joining the Plan

The NHRIPP covers union members who work for contributing employers. A ***contributing employer*** is an employer that has been approved by the Board of Trustees and has signed a collective agreement requiring it to make contributions to the Plan.

You will join the Plan on the later of:

- the date your employer becomes a contributing employer, or
- the first day of the month after you complete the hours of service required by your collective agreement.

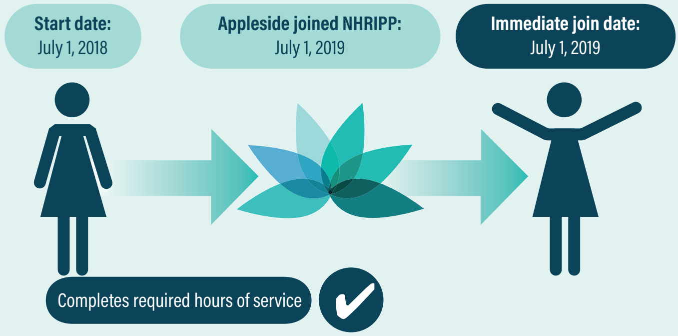
When you join the Plan, you will receive a welcome package from InBenefits. In this package, you will find your member identification number, a list of Frequently Asked Questions and a *Designation of Beneficiary* form. Please complete and return the beneficiary form to InBenefits as soon as possible.

Once you are an active Plan member, you and your employer will make pension contributions to the Plan. Your contributions will automatically be deducted from your before-tax pay and sent to InBenefits with your employer's contributions. These contributions are used to provide your pension benefits. See page 13 for more information.

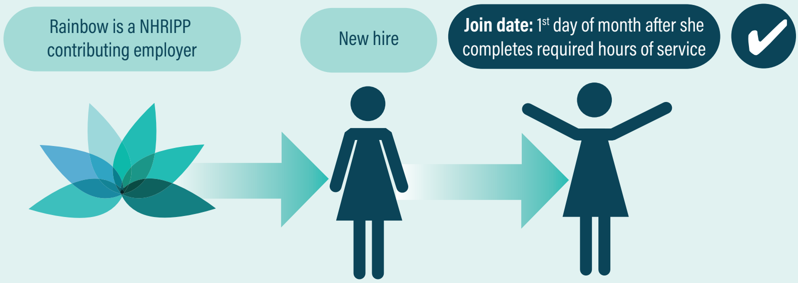
Additional voluntary contributions are not permitted. Contributions must be in accordance with the collective agreement and the rules and regulations of the Plan.

Joining the Plan – examples

Suzy started working at the Appleside Nursing Home on July 1, 2018. Appleside became a contributing employer on July 1, 2019. Since Suzy had already completed her required hours of service with Appleside by July 1, 2019, she joined the Plan immediately.



Jill recently started working for the Rainbow Retirement Home, which is already a contributing employer of the NHRIPP.



HOW THE NHRIPP WORKS

Pension plans are all about securing our financial futures, but few of us really know how they work. Apart from a few differences in the details, most pension plans work pretty much the same way.

STEP 1

Regular contributions flow into a pension fund – basically a pot of money that is held in trust for plan members.

STEP 2: NHRIPP

The contributions are invested by professional investment managers and monitored by the Board of Trustees.

STEP 3

At retirement, the funds in the pot are used to provide a retirement income (or pensions) for plan members.

Money in, money invested, money out. This is exactly how the NHRIPP works.

Contributions to the Plan

Your and your employer's contributions to the Plan are based on your pay. The contribution rate is set by your collective agreement. Any contributing employer you have worked for must report your pay at the end of each month and send the required contributions to InBenefits. These contributions are recorded and the money is deposited in the trust fund with the other contributions received.

Professional investment managers invest the pension fund in stocks, bonds, real estate, infrastructure, private debt, private equity and other types of investments based on the guidelines and restrictions established by the Board of Trustees, in consultation with their investment consultant. The pension fund is used to pay pensions and benefits to members and their beneficiaries and the expenses of the Plan.

The 50% rule
When you start your pension or leave the Plan, we will check to see if your contributions with interest are worth more than 50% of the value of your pension. If they are, you can receive the excess amount as a taxable lump sum or use it to increase your pension.

You will be given credit only for contributions that are actually received by InBenefits. Please check your annual pension statement to make sure that your employer(s) has reported the contributions made on your behalf correctly.

How to calculate your pension

Your monthly pension is based on the following:

Past service pension + **Current service pension**

Past service pension
Past service pensions are only available to members who had service with their first contributing employer before it started contributing to the Plan.

You can earn a past service pension of **$26.60 per month** for each year of service you had with your first employer **before** it made its first contribution to the Plan (to a maximum of seven years).

If your employer started contributing to the NHRIPP on or before June 1, 2016.
You will qualify for up to seven years of past service pension once you participate in the Plan for 24 continuous months or reach age 65.

If your employer started contributing to the NHRIPP after June 1, 2016.
You will qualify for up to two years of past service pension once you participate in the Plan for 24 continuous months or reach age 65. You will then qualify for another year of past service pension for each additional year you participate in the Plan for up to five additional years.

Example: *Mike starts working at the Rosy Hill Retirement Home on January 1, 2011. Rosy Hill becomes a contributing employer on January 1, 2019 so Mike had eight years of service with his employer when it started contributing. If Mike participates in the Plan until January 1, 2021, he'll be credited with two years of past service. He'll then be credited with one more year of past service for each additional year of participation he completes. To become entitled to the maximum seven years of past service, he must participate in the Plan for five more years or until January 1, 2026.*

Current service pension

You start earning a current service pension when you and your employer start contributing to the NHRIPP on your behalf. Your current service pension is based on a formula applied to all the contributions received on your behalf by InBenefits.

The current formula is **$1.55** of monthly pension for every **$100** in contributions received on your behalf. The Trustees may change this formula from time to time, based on the financial health of the Plan.

Remember, pension benefits may increase or decrease depending on the financial health of the Plan.

Putting it all together – example:

Jessica started working full time at Sunnyside Nursing Home on July 1, 2011 and had completed her required hours of service when Sunnyside became a contributing employer on January 1, 2015. This means Jessica and Sunnyside immediately started making pension contributions on her behalf.

Jessica worked for Sunnyside for 3.5 years before it became a contributing employer, so she has 3.5 years of past service credit.

Since Sunnyside started contributing before June 1, 2016, if Jessica participates in the Plan for 24 continuous months she will become eligible for 3.5 years of past service pension. If Jessica joined the Plan after June 1, 2016, she would need to participate in the Plan for 48 continuous months to become eligible for 3.5 years of past service pension.

By the time Jessica starts her pension on June 1, 2022, at age 65, a total of $18,700 in contributions has been received on her behalf. These contributions are used to calculate her current service pension.

Here is how Jessica's total monthly pension is calculated:

Past service pension	Current service pension
Past service credit = 3.5 years **3.5 years x $26.60 = $93.10 per month**	Total contributions received: $18,700 $18,700/100 = $187 **$187 × $1.55 = $289.85 per month**

Jessica's total monthly pension:

Past service pension	$93.10
Current service pension	+ $289.85
Total monthly pension	$382.95

Jessica will receive a total monthly pension of $382.95 when she retires at age 65. Jessica chooses a lifetime pension with a minimum of 60 monthly payments. This means she will receive a monthly pension for life. If she dies within the first five years (before receiving 60 monthly payments), her designated beneficiary, or estate, will receive a one-time payment equal to the present value of the unpaid pension payments.

Keep in mind that the actual monthly pension you receive may be higher or lower than the amount provided by the formula(s), depending on which pension payment option you choose and whether you retire before age 65. See Your pension payment options on page 20 to find out more.

Keeping track of your pension

Once a year, you will receive a detailed pension statement. This statement will show the contributions received on your behalf, and the amount of pension you have accrued to the date of the statement. Please check your statement carefully to make sure your information is correct and complete. If it is not, please contact InBenefits immediately.

Your NHRIPP pension is paid in addition to any Canada Pension Plan (CPP) and Old Age Security (OAS) benefits for which you may qualify.

WHEN YOU CAN RETIRE

To receive an NHRIPP pension, you normally must first stop working for all contributing employers. However, if you are working for a contributing employer on or after December 1st of the year in which you turn 71, you must start to receive your pension even if you continue to work for a contributing employer.

At age 65

You can retire on an unreduced pension on the first of the month after you reach age 65. This is the normal retirement age under the Plan.

Before age 65

Because not everyone can or wants to work until age 65, you can retire with a reduced pension as early as age 55. Under this option, your pension is calculated the same way as a pension at age 65 but is permanently reduced by 0.5% per month for each month you start your pension before age 65. This reduction is required because you will receive more pension payments than you would if you retired at age 65.

Retiring before age 65 – example

Mary has a spouse and selects the 60% Joint and Survivor pension. Under this option, Mary's monthly pension starting at age 65 is **$400**. If Mary retires **five years** early at age 60, her pension will be permanently reduced by 0.5% per month (6% per year).

Here's how it is calculated:

Mary's monthly pension would be reduced by **30% (5 years x 6% = 30%)**

If Mary retires five years early, her monthly pension would be permanently reduced by **$120** a month **($400 x 30% = $120).**

Retiring five years early, Mary will receive a monthly pension of **$280** beginning at age 60 **($400 – $120 = $280)** for life.

This pension will be paid for Mary's life, with 60% of her monthly pension continuing to her spouse after her death. In other words, if Mary dies, 60% of her monthly pension, **$168 ($280 x 60% = $168)**, will continue to be paid to her spouse for life.

These early retirement reductions are based on your **age when your pension starts, not when you stop working.** The closer you are to reaching age 65, the smaller the early retirement reduction will be.

After age 65

On the other hand, because not everyone wants to (or can) retire by age 65, you also have the option to delay your retirement. In this case, contributions will continue as usual and your pension will continue to grow. Under current tax rules, you must start receiving your pension no later than December 1st of the year in which you turn 71, even if you continue working at a job which requires contributions to be made on your behalf.

Working after retirement

The Income Tax Act does not permit you to receive a pension and accrue pension benefits in the same plan at the same time.

An important decision

Your retirement date can have a big impact on the amount of your monthly pension. If you retire early, your pension is reduced for two main reasons:

1. *you won't work as long, so the amount of the total contributions used to calculate your pension will be lower, and*
2. *your pension will be paid longer, so the monthly payments will be reduced.*

If you start your pension and return to work with a contributing employer before age 65: Once you complete the hours of service required by your collective agreement, you must stop collecting your pension and you and your employer must start making contributions to the Plan on your behalf.

If you start your pension and return to work with a contributing employer after your 65th birthday: Some collective agreements require employers to contribute amounts equal to the employer contributions directly to your personal RRSP instead of to the Plan, if a pensioner returns to work after their 65th birthday. This allows such pensioners to receive the amount their employer would have contributed on their behalf while stile receiving their pensions. However, this option is only available to members whose collective agreement or memorandum of agreement permits it.

Otherwise, if you start you pension and return to work with a contributing employer after age 64, you can either:

1. continue to receive your monthly pension and not re-join the Plan (you will not accrue any additional pension benefits from this employment); or
2. stop your monthly pension when you complete the hours of service required by your collective agreement and you and your new employer start making contributions to the Plan. When you start your pension again, it will be recalculated to include these additional contributions.

Working after retirement – example

Amy retired as a caregiver at age 65. After collecting her pension for two years, Amy returns to work with a contributing employer. Amy has two options:

1. Amy can continue collecting her monthly pension and not re-join the Plan. Amy's pension will continue to be paid but she will not accrue any more pension benefits from her return to work.
2. Amy can stop her monthly pension when she completes the hours of service required by her collective agreement. Amy can then re-join the Plan and accrue more pension benefits. When she is ready to retire again, her pension will be recalculated to include the additional contributions received by the Plan during her return to work.

To make her decision, Amy needs to consider:

- How many hours she will work,
- How long she plans to return to work, and
- How much pension she is giving up by stopping her pension.

Option	Things to consider
1. Continue monthly pension + NOT earn new pension benefits	▪ Amy's combined salary and monthly pension may **increase** how much she must pay in **income taxes**.
2. Stop monthly pension + earn new pension benefits	▪ Will the new pension benefits Amy earns **be more** than the amount she is giving up by stopping her pension? ▪ Is it worth it for Amy to stop her monthly pension to accrue additional pension benefits?

Please review your options carefully before deciding. It may not be worth it for you to stop your pension (option 2) and give up hundreds (or even thousands) of dollars of retirement income if you return to work and accrue only a very small amount of additional pension. If you have questions or need more information, please contact InBenefits.

YOUR PENSION PAYMENT OPTIONS

Deciding **when** you want to retire is a big decision but choosing **how** you want your pension paid is just as important. The payment option you choose will have an impact on the amount of your monthly pension and how much your spouse or beneficiary may receive after your death.

Some things to keep in mind

Here are some things to keep in mind before you choose a pension payment option:

1. **It is your responsibility to apply for your NHRIPP pension and government retirement benefits.** You should apply for your NHRIPP pension approximately three months before you want your pension to start. Government benefits (Canada Pension Plan and Old Age Security) take longer to process, so you should apply for these at least six months ahead of time.

2. **Your pension will be paid for as long as you live.** It doesn't matter which option you choose; you will receive a lifetime pension from the NHRIPP. However, the amount of your monthly pension may be adjusted depending on the financial health of the Plan.

3. **You can't change your payment option after you start your pension.** It's extremely important that you understand your options before you choose. You will not be able change your payment option once your pension starts to be paid.

4. **If you have a spouse when you retire.** Pension law says you must choose a payment option that provides a lifetime pension to your spouse should you die first. Your spouse's pension must be equal to at least 60% of your pension, but you can increase it to 75% or 100% if you wish. Such Joint and Survivor pensions are reduced because they are paid for two lifetimes. The amount of the reduction will depend upon your age and the age of your spouse. If your spouse doesn't need a pension, your spouse can give up this entitlement if you and your spouse both sign a waiver and provide it to InBenefits before your pension starts to be paid. If a waiver is provided, you can choose one of the other payment options and name a beneficiary to receive any death benefits it may provide.

5. **If you have a small pension.** If your pension is less than $100 per month at age 65, you will receive the solvency-funded portion of your pension as a lump sum payment. A lump sum payment can be taken as a taxable cash payment, or can be transferred tax-free to a non-locked-in RRSP. Note: If you work in a province other than Ontario, different rules may apply. Please contact InBenefits for more information.

Who is your spouse?

Under Ontario pension law, your "spouse" is the person who is living with you, and is:

1. married to you, or
2. not married to you but has been:
   - living in a conjugal relationship with you continuously for at least three years; or
   - in a relationship of some permanence with you if you are the parents of a child, as defined in the *Children's Law Reform Act,* (Ontario).

You can claim only one person as your spouse at any one time.

NOTE: If you work in a province other than Ontario, the definition of "spouse" may differ. Please contact InBenefits for more information.

Choosing a pension that's right for you

The following tables list the different pension options available to you – and the impact they might have on your monthly income. ***These examples assume you have a monthly pension of $500 and you and your spouse are both age 65.***

Your actual monthly pension will be based on the benefit you have earned (any past service pension plus current service pension) and your age and your spouse's age at retirement (see "When you can retire" on page 17).

If you don't have a spouse (or you and your spouse provide a waiver)		
Pension payment option	**Description**	**Paid to you each month**
Life Pension with a minimum of 60 monthly payments	Pension paid for your life. If you die before receiving 60 monthly payments, your beneficiary or estate will receive the current value of the outstanding payments and no further benefits will be paid from the Plan.	$500
Life Pension with a minimum of 120 monthly payments	Pension paid for your life. If you die before receiving 120 monthly payments, your beneficiary or estate will receive the current value of the outstanding payments and no further benefits will be paid from the Plan.	$492
Life Pension with a minimum of 180 monthly payments	Pension paid for your life. If you die before receiving 180 monthly payments, your beneficiary or estate will receive the current value of the outstanding payments and no further benefits will be paid from the Plan.	$479
Life Pension *(no minimum term)*	Pension paid for your lifetime only. Monthly payments will stop when you die and no further benefits will be paid from the Plan.	$504

Remember, if you have a spouse when you retire, you must choose a payment option with at least 60% of your pension continuing to your spouse if you die first. If you want to choose a different payment option – or name a beneficiary other than your spouse – you and your spouse MUST sign a waiver and provide it to InBenefits before your pension begins to be paid.

If you have a spouse			
Pension payment option	**Description**	**Paid to you each month**	**Paid to your spouse each month after your death**
60% Joint and Survivor Pension	Pension paid for your lifetime with 60% continuing to your spouse for his or her lifetime after your death.	$475	$285
75% Joint and Survivor Pension	Pension paid for your lifetime with 75% continuing to your spouse for his or her lifetime after your death.	$469	$352
100% Joint and Survivor Pension	Pension paid for your lifetime with 100% continuing to your spouse for his or her lifetime after your death.	$458	$458
50% Joint and Survivor Pension *(with a signed waiver)*	Pension paid for your lifetime with 50% continuing to your spouse for his or her lifetime after your death.	$480	$240

Keep in mind that the amount of your pension may increase or decrease depending on the financial health of the Plan.

How to apply for your pension

To begin your monthly pension, please call InBenefits approximately three months before the date you want your pension to start. InBenefits will confirm your mailing address and send you an information package that includes your estimated pension for each of the pension payment options. This information will be helpful when you choose your pension payment option.

Once you have reviewed everything in your package, you will need to complete the required forms and return them to InBenefits.

When you apply for your pension, you will need to provide photocopies of proofs of age (a valid driver's license, passport, citizenship certificate, or your birth or baptismal certificate) for both yourself and your spouse.

Your monthly pension payments

Your pension will be deposited directly in your bank account on the first business day of each month. If you retire outside of Canada, your pension will be paid by cheque and mailed to you. To avoid missing payments, please make sure to let InBenefits know of any changes in your address or banking arrangements.

Income tax

Income tax will be deducted from your pension payments. The amount that is deducted is based on your estimated income. When you file your income tax return, you will see how accurately your income has been estimated.

1. If you have to pay a lot of tax when you file your return, **your income has been underestimated** and you may want to have more tax deducted from future monthly pension payments. If you decide there is too little tax being deducted, you can increase the amount being deducted (within limits) at the end of the year by contacting InBenefits.
2. If, on the other hand, you find you are receiving a large tax refund each year, **your income is being overestimated**, and InBenefits may be deducting too much tax. In this case, you may ask InBenefits to reduce the amount of tax being deducted, (within limits).

Pension splitting income

You can split up to 50% of your pension income with your spouse. This means that your spouse can report up to half of your pension as his or her income on his or her income tax return.

Pension income splitting doesn't affect how or to whom your pension is paid. It's simply a way for you to reduce your individual income taxes. All you need to do is submit Form T1032, Joint Election to Split Pension Income, available from the Canada Revenue Agency, and complete an additional line on both your own and your spouse's tax returns.

If you are thinking about changing the amount of tax deducted from your monthly pension payments, or splitting your pension income, we recommend that you first speak with an accountant or qualified financial advisor.

LIFE EVENTS

Break in service

If you stop working in a position which requires NHRIPP contributions to be made on your behalf, normally after eight months you will incur a break in service and stop being an active member of the Plan. If you have a break in service you can transfer the solvency-funded portion of your benefits out of the Plan to a locked-in retirement savings vehicle, such as a locked-in RRSP, until you reach age 55. If you do so, your pension benefits will be permanently reduced to the amount which is transferred.

You will incur a break in service if:

- you don't find a new job with a contributing employer within eight months of leaving your previous contributing employer,
- you start working for a new contributing employer, but you work less than the number of hours of service required by that collective agreement within eight months of leaving your previous job, or
- your employer leaves the Plan and you don't find a job with another contributing employer within eight months.

You will not incur a break in service if you are still on a contributing employer's payroll and are on:

- sick leave;
- maternity/parental leave;
- workers' compensation leave (WSIB);
- an approved leave of absence; or
- a layoff and subject to recall for up to 24 months under your collective agreement.

Special rules may apply to pension contribution grievances which are not resolved within eight months.

Self-payments

To keep your pension growing, you can make "self-payments" if you:

- stop working for a contributing employer, and
- are employed by another contributing employer before having a break in service, or
- are on an approved leave of absence (for example maternity, parental, or workers' compensation leave).

To arrange self-payments, please contact InBenefits.

If you have a break in service when you are 55 or older, your benefits must remain in the Plan until you are ready to start your pension.

Portability option

If you are under age 55 and have a break in service, you can:

1. keep your benefits in the Plan until you are ready to start your pension; or
2. transfer your reduced pension benefits out of the Plan.

If you work in a province other than Ontario different rules may apply. Please contact InBenefits for more information.

If you transfer your benefits out of the Plan, **no pension will be paid to you when you retire unless you rejoin the Plan and accrue new benefits.**

Unless your pension is small, its value is locked in by law and must be transferred to one of the following:

1. a special type of RRSP called a locked-in retirement account (LIRA), which must eventually be used to provide a retirement income; or
2. an insurance company to buy an annuity that will provide a lifetime income when you retire; or
3. your new employer's registered pension plan if that plan allows such transfers.

All of these transfers are tax free.

Death

Before you retire

If you die before your pension starts (and you have not already withdrawn your pension due to terminal illness), your spouse, beneficiary or estate will receive a death benefit from the Plan. The death benefit is equal to the value of your pension benefits at your date of death.

If you have a spouse, he or she can:

- receive the death benefit as an immediate or deferred lifetime pension;
- transfer the death benefit to an RRSP or another registered pension plan if that plan permits;
- transfer the death benefits to a life insurance company to buy an annuity; or
- receive the death benefit as a taxable one-time cash payment.

Your spouse can waive entitlement to the pre-retirement death benefit by providing InBenefits with a completed and signed waiver before your death. Contact InBenefits for more information.

If you don't have a spouse, or your spouse waived entitlement to a death benefit from the Plan, the death benefit will be paid as a taxable lump sum to your beneficiary, or to your estate, if you have not named a beneficiary.

Rules for pre-retirement death benefits may differ if you work in a province other than Ontario. Please contact InBenefits for more information.

If your beneficiary is not your spouse, any death benefit will be taxed as income and paid as a lump sum.

After you retire

If you die after your pension begins to be paid, your spouse, beneficiary or estate may receive a death benefit from the Plan, depending on the pension payment option you choose at retirement.

If you don't name a beneficiary, or your beneficiary dies before you, any death benefit from the NHRIPP will be paid to your estate – and may be subject to probate fees, estate taxes and claims by your creditors.

Naming a child as beneficiary

If you decide to name a minor child as a beneficiary, there are some important steps you need to take.

1. If you have a spouse, he or she must sign a waiver giving up entitlement to the Plan's death benefit.
2. You should appoint a trustee or guardian to look after the minor's benefit until he or she is 18 (a lawyer can help you choose and appoint this person).

If you don't appoint a trustee, the Plan can pay the benefit to guardian of property who has been appointed by the court. If the court does not appoint such a guardian, current Ontario law requires any amount of $10,000 or more must be paid to the Accountant of the Superior Court who will hold the money until the minor reaches age 18. At that point, the beneficiary can withdraw the funds by filing an affidavit proving his or her age and paying the applicable fee.

Disability

If you are receiving disability benefits from the Workplace Safety and Insurance Board (WSIB) due to a work-related injury, or similar work-related-injury benefits from an insurance company retained by your employer, your employer will not have to make contributions on your behalf. Instead, the Plan will pay your employer's contributions for up to 12 months. These contributions will be based on your average weekly pay in the last four weeks you worked and the contribution rate then in effect.

During such an absence from work, you can also choose to make self-payments. Please contact InBenefits for more information.

Keep in mind, if your disability is a result of a non-work-related injury, contributions will not be made on your behalf, but you may choose to make self-payments to keep your pension growing. See page 11 for more information.

Divorce or separation

If you and your spouse are living separate and apart from each other and you die before starting your pension, your spouse may not qualify as your spouse under Ontario pension law, even if you are still legally married and will not get any death benefit from the Plan unless he or she has been named as your beneficiary. In such circumstances no waiver is required. Simply complete a Designation of Beneficiary form naming your new beneficiary(ies) and provide it to InBenefits.

Your pension is considered a family asset. This means that any pension benefits you accrue while you and your spouse are married or living as a common-law couple may have to be divided in accordance with your separation agreement.

Even if you're not legally married, you still have to consider the value of your pension in any division of family assets.

However, if your family assets can be equalized with assets other than your pension, your pension does not need to be divided.

If you pension is divided, the amount your former spouse receives from the Plan will depend on your separation agreement, or court order. You should send a certified copy of the agreement or court order to InBenefits which will check to make sure that it complies with the law and the terms of the Plan.

Keep in mind that it is not the contributions that are split, but the pension you accrued from those contributions during your spousal relationship.

The Trustees strongly recommend that you get independent legal advice on how your separation or divorce may affect your pension benefits.

What you need to do if you divorce or separate

The following information applies to Ontario residents only. If you live outside of Ontario, please contact InBenefits for more information.

If you and your former spouse have a court order or separation agreement dated before January 1, 2012, which deals with your pension, your former spouse can't begin receiving his or her share of your pension until you leave the Plan, retire, turn 65, or die – whichever comes first.

If you and your former spouse have a court order or separation agreement dated January 1, 2012 or later, which deals with your pension, your former spouse must receive an immediate payment – but not before the value of your pension is calculated. Here's what you need to do:

1. First, we strongly recommend that you consult a family lawyer for information about the separation/divorce process and how it relates to your pension benefits.
2. Go to the Financial Services Regulatory Authority of Ontario (FSRA) website at www.fsrao.ca. Click on *For Industry* > *Pension Sector* > *Pension Forms* (under Forms and Documents) > look for the *Family Law Forms* section to download the instructions and complete an Application for Family Law Value (FSCO Family Law Form 1). If you are a retired member, you'll need to complete FSCO Family Law Form 6 (instead of Form 1).
3. If you are/were legally married to your spouse, you or your spouse may complete this form. If you are/were in a common-law relationship, only you may complete this form.
4. You must submit the application to InBenefits with all required documentation (see Form instructions) and a cheque for $678 ($600 + HST) payable to the Nursing Homes and Related Industries Pension Plan. Do NOT send your application to FSRA. Please refer to the inside cover of this handbook for our mailing address.
5. InBenefits will send you and your former spouse a statement within 60 days showing the current value of your pension that could be divided.
6. Once an agreement about your family assets – including your pension – has been reached, your former spouse may apply for a share of your pension benefits. Your former spouse will need to provide a certified copy of the court order, family arbitration award or domestic contract and complete the required form. Your former spouse will get a one-time payment that is locked in and must be transferred to another locked-in plan or account. If you are already retired, your former spouse will receive a monthly pension. Either way, your pension will be adjusted to account for the payout to your former spouse.

For information about the separation process and how it relates to your pension benefits, please consult your lawyer.

Financial hardship

Pension regulators are very strict when it comes to unlocking pension benefits. But, if you're in a serious financial crunch, you may be eligible for a financial hardship withdrawal.

To unlock your funds, you must be under age 55, terminate your employment, end your membership in the Plan and transfer your reduced pension benefits to a locked-in account (LIRA, LIF or LRIF) at a financial institution. You must then apply to the financial institution that holds your locked-in account to access these funds.

To qualify for a financial hardship withdrawal from a locked-in account, at least one of the following must apply:

1. your expected annual income is modest (less than $41,067 in 2021);
2. you are at risk of eviction from your home due to default on your mortgage;
3. you need to pay for the first and last month's rent for a new residence; or,
4. you need to pay medical expenses for you, your spouse or any dependents, including residential renovations to accommodate a wheelchair or other needs related to a disability or illness (affecting you, your spouse, or any dependents).

If you are over age 55, this option is not available to you.

Different rules apply for unlocking your pension if you accrued benefits while working outside of Ontario. Please contact InBenefits for more information.

Shortened Life Expectancy

It's probably not something you want to think about, but it's important to know that if you have less than two years to live, you can withdraw your pension benefits from the NHRIPP as a taxable lump sum payment.

To apply, you must complete a *Shortened-life Expectancy* form available from InBenefits. Your doctor must complete a section of the form confirming that you have less than two years to live.

With the completed form, you must include proof of age (used to calculate the value of your benefits) and a copy of any court order or separation agreement (if you have one or more former spouses). If you have a spouse, he or she must also give written consent before you can receive your pension funds.

Keep in mind, your eligibility for a financial hardship transfer or a shortened life expectancy transfer is determined by your province's pension law.

Marriage or a new partner

Because your spouse has certain rights under the Plan, it is very important that you keep InBenefits informed of any changes in your marital status. If you have a new spouse (by marriage or common-law) after your pension begins to be paid, your new spouse will not receive any pension benefits after your death, unless your new spouse has been named the beneficiary of any payments which were not paid to you because you died before receiving your minimum number or payments.

Maternity or parental leave

To keep your pension growing, you can choose to make self-payments during your leave.

In Ontario, it's a good idea to make self-payments while you are on a maternity or parental leave. That's because, under Ontario pension law, your employer's obligation to make contributions on your behalf is triggered by your self-payments. If you do not contribute during your leave your employer does not have to make contributions on your behalf.

Maternity/paternity leaves are handled directly by your employer. Speak to your employer about making self-payments during your leave. Your employer will calculate the required contributions and advise you of the amounts. You will have to provide your employer with cheques payable to it for your contributions and your employer will then remit its contributions and yours to InBenefits.

If you work in a province outside of Ontario, please contact InBenefits for details.

Moving

It is very important that you keep InBenefits informed of any changes in your address or personal information.

If you move to another country, you may be able to unlock your pension benefits if you have been a non-resident of Canada for at least 24 months and you are under age 55. Please refer to FSCO Form 5 (available at **www.fsrao.ca**) to see if you qualify. For more information, please contact InBenefits.

GOVERNMENT PROGRAMS

The two main government retirement programs in Canada are the Canada Pension Plan (CPP) and Old Age Security (OAS). There is also a Guaranteed Income Supplement (GIS) for people receiving OAS who have an income below a certain level.

Canada Pension Plan (CPP)

CPP is a federal government program. All working Canadians over the age of 18 are required to contribute to the CPP if their annual income is higher than the basic exemption ($3,500 in 2020).

Your contributions are matched by your employer. You can start collecting your CPP benefits anytime between ages 60 and 70. If you start before age 65, your payments will be permanently reduced by 7.2% per year. For example, if you want to start CPP at age 60, your CPP benefits will be reduced by 36% (7.2% x 5 years).

While it may make sense for you to start collecting CPP early due to health or financial circumstances, you should keep this reduction in mind when deciding when to apply.

You can also delay collecting CPP until age 70. In this case, your CPP payments will increase by 8.4% for each year that you delay your benefits after age 65.

The pension that you receive from the CPP is paid in addition to your NHRIPP pension. The amount of CPP pension you receive depends on how much you contributed, and for how long. In 2020, the maximum monthly pension you can get from the CPP at age 65 is about $1,175. However, most people receive less than the maximum. CPP is indexed for inflation, which means that CPP pensions are adjusted each January based on the increase in the Consumer Price Index.

Old Age Security (OAS)

OAS is another federal program. It provides a basic pension for almost every senior. If you were at least 25 years old on July 1, 1977, you need 10 years of Canadian residency to qualify. Otherwise, you need 40 years of residency after age 18 – but you may receive a partial OAS pension if you have lived in Canada for at least 10 years.

The earliest you can start to collect OAS is age 65. You may also choose to delay receiving your OAS benefits for up to five years, to age 70. If you do, you'll receive higher benefits when you begin to collect.

OAS benefits are adjusted each quarter. As of January 1, 2020, the maximum monthly OAS benefit was about $613. Anyone who receives OAS benefits and earns more than $79,054 (in 2020) will have their OAS benefits reduced due to their higher income.

Applying for CPP and OAS

You won't automatically receive CPP benefits. You must apply online or by mailing a completed application to Service Canada, along with required personal information.

You should receive a letter from Service Canada the month after you turn 64, letting you know that you will be automatically enrolled in the OAS program. If you don't receive this letter, you must apply for your OAS benefits in writing.

Guaranteed Income Supplement (GIS)

Guaranteed Income Supplement (GIS) is a government program that provides additional support to low-income individuals in Canada. People who receive OAS and have an income below a certain level ($18,600 for singles or a combined income of $24,576 for couples in 2020) can apply for this tax-free supplement.

You must apply for the GIS benefit and renew your application each year when you file your income tax return. If you would like more information on GIS benefits, contact Service Canada at 1-800-277-9914 or go to **www.canada.ca/en/employment-social-development.html > Public Pensions** where you can download the forms directly.

For current year rates, please refer to:
www.canada.ca/en/employment-social-development.html > Public Pensions.

Need more information? Contact InBenefits.

PERSONAL SAVINGS PLANS

Personal savings are the best way to close any gap between your retirement income goals and your combined NHRIPP pension and government retirement benefits. Tax-free savings accounts and registered retirement savings plans are two popular ways to save. The Trustees recommend that you obtain independent financial advice about what's right for you.

Tax-free savings account (TFSA)

All Canadian residents aged 18 or over can contribute up to $6,000 a year to a TFSA. Like an RRSP, a TFSA lets you save and invest your money without having to pay tax on your investment income or capital gains.

Here are the main differences between a tax-free savings account and a registered retirement savings plan:

- You can take a tax deduction on the contributions you make to an RRSP, but withdrawals are counted as taxable income in the year you withdraw the money.
- You cannot take a tax deduction on any contributions you make to a TFSA, but withdrawals are tax free.
- When you make a withdrawal from a TFSA, contribution room equal to the withdrawal is restored the following year.

The $6,000 per year TFSA contribution limit will increase in line with inflation (in $500 increments). Unused contribution room can be carried forward for as long as you wish.

Registered retirement savings plan (RRSP)

Another way to save for retirement is an RRSP. You can visit any major financial institution and ask to open an RRSP. Any contributions you make to an RRSP come straight off your taxable income (up to government limits) and can greatly reduce the amount of income tax you pay. The money in your RRSP, including investment income, grows tax free until it is withdrawn.

Tax law limits the amount that you may put aside tax free in an RRSP each year. The current limit is:

- 18% of your previous year's earned income, up to the maximum dollar limit shown in the table below; minus
- your pension adjustment.

Year	RRSP contribution limit
2020	$27,230
2021	$27,830

Please note: For future RRSP contribution limits, please refer to: ***www.canada.ca/en/employment-social-development.html > Public Pensions.***

For purposes of RRSP contribution limits, **earned income** is defined as your total income including employment income, alimony payments received, and business or rental income. Earned income is reduced by any alimony payments made and business or rental losses.

Your pension adjustment (PA) is the amount that you and your employer contributed to the NHRIPP for the previous year.

Your available RRSP contribution room for the year is shown on your annual income tax Notice of Assessment. If you contribute less than the maximum to an RRSP in any year, you may carry forward your unused contribution room to future years.

Here's an example of how much you can contribute to an RRSP:

In 2019, your salary was $30,000, and you and your employer(s) contributed a total of $2,400 to the NHRIPP. Based on the Canada Revenue Agency limits, your RRSP contribution room (the amount you can contribute to your RRSP) for 2020 is as follows:

18% x $30,000	$5,400
Minus 2019 pension adjustment (PA)	$2,400
2020 contribution room	$3,000

In this example, you can contribute $3,000 to an RRSP in 2020. This amount does not include any unused room you may have carried over from previous years.

It is important to keep track of your RRSP contributions to avoid over-contributing. Tax law allows a lifetime over-contribution limit of $2,000. Amounts above this limit are subject to a 1% monthly penalty.

PENSION DICTIONARY

Active Plan member

You are an active Plan member if you have joined the Plan and are working for a contributing employer that is required to make contributions on your behalf.

Actuary

The Plan's actuaries advise the Board of Trustees on the design and funding of the Plan and prepare the various funding estimates required by the pension regulators.

Administrator

The NHRIPP uses a third-party administrator, InBenefits, that looks after the day-to-day administration of the Plan. This includes recordkeeping, processing retirement benefit applications and communicating with members.

You can contact InBenefits in the following ways:

Phone: 905-889-6200 or 1-800-287-4816

Fax: 905-889-7313

E-mail: information@nhripp.ca

You can also write to:

310-105 Commerce Valley Drive West
Markham, Ontario L3T 7W3

Annuity

An annuity is a stream of income that you can buy from an insurance company. "Locked-in" funds, such as those from the NHRIPP, can only be used to buy a "life" annuity. Payments from a life annuity may start anytime you choose after you reach age 55 and will continue for your life. You can also arrange to provide continuing payments after your death to a spouse or other beneficiary.

Beneficiary

This is the person you name to receive your pension benefits in the event of your death. If you name more than one person as your beneficiary, your death benefits from the Plan will be divided according to your instructions.

If you have an eligible spouse, he or she is automatically your beneficiary, unless your spouse waives this entitlement.

If you do not have a spouse – or your spouse signs a waiver – you may name anyone as your beneficiary.

If your beneficiary is a minor, you should consider appointing a trustee or guardian to look after the child's benefits.

	Otherwise, your death benefits will be held in trust by the courts until the child reaches age 18. If you do not name a beneficiary, death benefits will be paid to your estate.
Board of Trustees	The Board is made up of individuals who are responsible for managing the Plan. They are appointed by the participating unions.
Break in service	Normally, a member for whom no contributions have been received for eight months incurs a break in service and become a former member. The reason no contributions were received, creates a number of exceptions to this eight-month rule. Former member who incur a break in service can transfer their benefits out of the Plan until they turn 55.
Canada Pension Plan (CPP)	CPP is a federal retirement income program. You can start receiving a reduced CPP pension as early as age 60 or wait until you turn 65 to receive an unreduced benefit.
Contributing employer	A contributing employer is an employer that makes pension contributions to the Plan in accordance its collective agreement. The Board of Trustees must approve all contributing employers.
Early retirement	You can retire as early as age 55. Your monthly pension will be permanently reduced by 0.5% for each month before your 65th birthday that your pension begins to be paid.
Guaranteed Income Supplement (GIS)	GIS is a federal government program that provides additional support to low-income individuals in Canada. You must be eligible for an OAS pension to receive this tax-free supplement.
Life income fund (LIF)	A LIF works much like a LIRA (see below) but is designed to provide a retirement income. You may contribute to a LIF as early as the calendar year immediately before the year you turn 55, but you must start withdrawing your funds by the end of the second year after your LIF is established. Annual minimum and maximum withdrawal limits apply. Within the first 60 days of transferring your funds to a LIF, you can apply to your financial institution to "unlock" and withdraw up to 50% of your funds in cash. These funds are taxable unless you transfer them to an RRSP or RRIF (registered retirement income fund). If you don't apply within the first 60 days of the transfer, there will be no other opportunity to unlock this money.

Locked-in registered retirement account	A LIRA works the same way as an RRSP, except that amounts in a LIRA are locked in and must normally be used to provide retirement income.
Minor	A person under the age of 18.
Old Age Security (OAS)	OAS is a federal program that provides retirement income starting at age 65.
Pension adjustment (PA)	Your PA is the total amount that you and your employer contributed to the NHRIPP for the previous year. It is used to calculate your RRSP contribution room.
Postponed retirement	You can postpone starting your pension until December 1st of the year in which you turn age 71. At that point you must start your pension even if you continue working for a contributing employer.
Registered retirement savings plan (RRSP)	Contributions to an RRSP reduce your annual income tax (unless contributions are transferred in from another registered plan). Money invested in an RRSP can grow tax free and is not taxed until it is withdrawn from the RRSP.
Self-payments	To keep your pension growing, you can make "self-payments" if you: ▪ stop working for a contributing employer, and ▪ are employed by another contributing employer before having a break in service, or ▪ are on an approved leave of absence (for example maternity, parental, or workers' compensation leave). To arrange self-payments, please contact InBenefits. See page 13 for more information.
Small pension	If your pension is less than $100 per month at age 65, you will receive the solvency-funded portion of your pension as a lump sum payment, which can be taken as a taxable cash payment or transferred tax-free to an RRSP. If you work in a province other than Ontario, different rules may apply. Please contact InBenefits for more information.

Spouse

Under Ontario pension law, your spouse is the person who is living with you, and is:

a) married to you; or

b) not married to you but has been:

- living in a conjugal relationship with you continuously for at least three years, or
- in a relationship of some permanence with you if you are parents of a child as defined in the *Children's Law Reform Act* (Ontario).

You can claim only one person as your spouse at any one time. Your spouse is automatically your beneficiary for any pre-retirement death benefit, unless he or she waives this entitlement before your death.

If you have a spouse when you retire, you must choose a payment option that provides a pension to your spouse should you die first – unless you and your spouse provide a signed waiver to InBenefits before your first pension payment is made.

THE FINAL WORD

This handbook provides a summary of the key facts about the Nursing Homes and Related Industries Pension Plan, which is registered with both the Financial Services Regulatory Authority of Ontario and the Canada Revenue Agency under registration # 0996983. A complete description can be found in the legal documents that govern the Plan. These are available for review at the office of InBenefits and on the NHRIPP website. Every effort has been made to provide an accurate summary. However, if there are any differences between the information contained in this handbook and the legal documents, the legal documents will govern.

Please refer to the NHRIPP website (**www.nhripp.ca**) for the most up-to-date information about the Plan.

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REMEMBER TO

STAY IN TOUCH

If you change your personal information or switch employers, don't forget to call us at 905-889-6200 or toll-free at 1-800-287-4816.

You can also send an e-mail to information@nhripp.ca. Keeping in touch with us is the best way to make sure you don't miss out on any pension benefits you have earned.

NHRIPP
NURSING HOMES AND RELATED INDUSTRIES PENSION PLAN

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