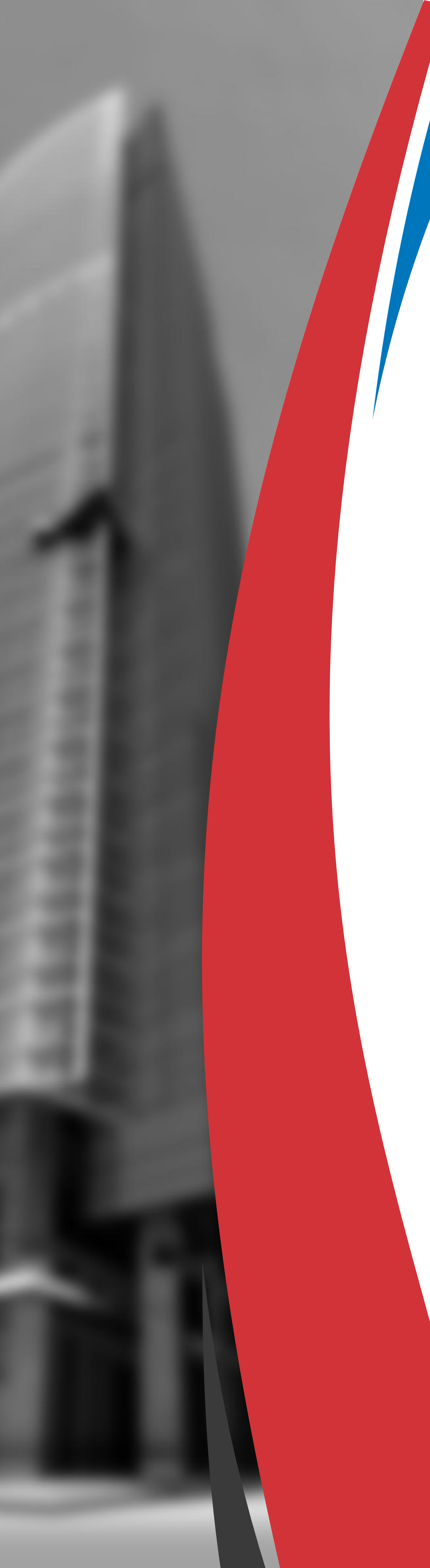

COPE UNION

PENSION PLAN

OCTOBER **2025**

COUGHLIN
employee benefits specialists
Coughlin & Associates Ltd. is a People Corporation company

» MISSION STATEMENT

The COPE Union Pension Plan shall, through judicious management and cost effective, prudent investment, conserve and enhance the Fund's assets in a manner designed to secure optimal retirement resources for each beneficiary. To this end, the Trustees are committed to accept relevant educational challenges, seek expert professional guidance as well as dialogue fully with and act consistently in the best interests of Plan Members.

» HOW DOES THE PLAN WORK?

The Plan is operated on your behalf by five Trustees who are all members of your Union, MoveUp. The Trustees have overall responsibility for setting the terms and conditions of the Plan and for the operation of the Plan and Trust Fund. The Trustees have appointed Coughlin and Associates Ltd. to administer the Plan on their behalf. This Administrator is responsible for maintaining individual member records, receiving contributions for deposit and calculating benefits. The Administrator is also responsible for issuing annual statements to all members.

The Plan is a specified multi-employer pension plan and is a defined contribution pension plan.

Contributions received by the Plan Administrator are deposited to a trust fund held by the Plan's custodian, Canadian Western Trust. The money is invested by Leith Wheeler Investment Counsel and ACM, Investment Managers appointed by the Trustees. An independent audit firm (currently d'Abadie Moody) conducts an independent annual audit of the Plan's Financial Statements.

IMPORTANT NOTE

The purpose of this outline is to explain briefly the main features of this pension plan. This booklet is a summary of the Plan provisions.

This outline does not create or confer any contractual or other rights. The Trust Agreement and Plan Document of the COPE Union Pension Plan and any governmental regulations govern all rights and obligations with respect to the Plan. Any information provided in this booklet may be subject to change if amendments are made to the Plan or to Pension Legislation. If there are any misunderstandings regarding plan provisions, the terms of the Plan Document and the applicable legislation will apply. No part of the Fund shall be used for or diverted to any purpose other than for the exclusive benefit of the Members and their beneficiaries.

PLAN REGISTRATION NUMBERS

COPE Union Pension Plan

Provincial 085452-1

Federal 0440859

Federally registered as a specified multi-employer pension plan (SMEPP)

Defined Contribution Pension Plan

CONSULTANT AND ADMINISTRATOR

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PURPOSE

WHAT IS THE PURPOSE OF THE PENSION PLAN?

The primary purpose of the Pension Plan is to provide retirement benefits to eligible MoveUP Union Members and other participants on their retirement. As well, the Plan provides benefits on the termination of Plan membership or the death of a Member prior to retirement.

EFFECTIVE DATE

WHEN DID THE PLAN BECOME EFFECTIVE?

The Plan became effective July 1, 1981 as a result of requirements under the Collective Agreement between the Office and Professional Employees International Union, Local 15 and Trade Union Offices in British Colombia. The present Plan was created as a result of a merger of two predecessor plans: the OTEU Local 15 Pension Plan and the Master Trade Union Sector Pension Plan. Effective January 1, 2003, the newly formed Plan was called the OPEIU Local 15 Pension Plan, and then subsequently changed to the Canadian Office and Professional Employees Union (COPE) Local 15 Pension Plan effective January 1, 2005. Finally, effective June 24, 2014, the Board of Trustees officially changed the Pension Plan name to the COPE Union Pension Plan.

ELIGIBILITY

WHO IS ELIGIBLE?

You are eligible to join the Plan once you have completed the waiting period, if there is one, outlined in your Collective Agreement. Once contributions are made to the Plan for hours you work, you are a Member.

ENROLMENT / BENEFICIARY DESIGNATION

HOW DO I ENROL OR SUBMIT A CHANGE OF ADDRESS, MARITAL STATUS OR BENEFICIARY?

You must complete an Enrolment Form and submit it to the Plan Administrator. Completing a Pension Enrolment Form when you first enrol and a Change Form every time there is a change in your personal information, marital status or beneficiary designation will ensure that your file is handled properly. If you have a change in address, please call the Plan Administrator and provide an updated mailing address.

PARTICIPATION

IS PARTICIPATION IN THE PLAN MANDATORY?

Yes. As a condition of employment, all eligible MoveUP Union Members are Members of the Pension Plan.

CONTRIBUTIONS

HOW IS THE PLAN FUNDED?

It is funded by Employer Contributions. Some Collective Agreements also require that Members contribute to the Plan. Contributions are based on an amount per hour for each hour worked, as provided by your Collective Agreement between your MoveUP local union and the Plan's respective signatory employers.

CAN I MAKE VOLUNTARY CONTRIBUTIONS?

Yes. You may elect to increase your pension funds by making additional Voluntary Contributions, provided they conform to the Income Tax Act. You may withdraw some or all of your Voluntary Contributions at any time. If you withdraw Voluntary Contributions more than once in a year, you will be charged an administration fee. If your Employer allows it, you may make Voluntary Contributions to the Plan via payroll deductions. Alternatively, you can also transfer funds from your RRSP to this Plan. Please contact the Administrator for the appropriate form if you would like to make Voluntary Contributions.

WILL I RECEIVE A TAX DEDUCTION FOR CONTRIBUTIONS MADE TO THIS PLAN?

Vountary Contributions are tax deductible, therefore, you will receive a tax deduction for Voluntary Contributions made directly to the Pension Plan through the Plan Administrator.

Note: Voluntary Contributions made via payroll deductions will be reported on your Employer Tax Slip (T4).

CAN I CARRY FORWARD UNUSED RRSP CONTRIBUTION ROOM?

Yes, although the government has frozen the maximum at $32,490 for 2025. You are permitted to carry forward any unused RRSP contribution room you may have accumulated from previous years.

HOW DO I KNOW HOW MUCH I CAN CONTRIBUTE TO MY REGISTERED RETIREMENT SAVINGS PLAN (RRSP) IF I PARTICIPATE IN THE PLAN?

The Canada Revenue Agency (CRA) issues each taxpayer a notice of assessment special notice indicating his/her RRSP contribution limit for the taxation year.

Both Employer and Member Contributions are used to calculate your Pension Adjustment (PA) amount. This amount is used by the Canada Revenue Agency to determine your RRSP contribution limit.

Canada Revenue Agency (CRA) determines your annual RRSP contribution room using a set formula. Each year's RRSP contribution room is determined by your previous year's earned income and earned pension benefits, calculated as follows:

18 per cent of your previous year's earned income, up to $32,490 for 2025 (CRA maximum), * *less* your pension adjustment (PA) amount for the pension plan as reported on your previous year's T4 form.**

** The CRA has established the maximum in 2026 will be $33,810. It will be adjusted annually.*

*** Your PA is the value the CRA assigns to your participation in a Registered Pension Plan. The formula used to calculate your PA under this Pension Plan is: PA = your Employers' Contributions plus your Member Contributions, if any.*

RRSP contribution room example:

Assume you earned $50,000 in 2024 and had $5,000 contributed on your behalf to the Pension Plan in 2024.

<u>RRSP contribution maximum for 2025:</u>

RRSP maximum	$50,000 x 18% = $9,000
PA	$5,000
RRSP contribution room	$9,000 - $5,000 = $4,000

VESTING

DO EMPLOYER CONTRIBUTIONS MADE ON MY BEHALF BELONG TO ME?

Yes. Effective September 30, 2015, all Members of the Plan are vested therefore the Plan provides for full and immediate entitlement of all required Employer and Member Contributions. All contributions made on your behalf must be used to provide a retirement income.

CREDITED INTEREST / INVESTMENT EARNINGS (LOSSES)

WHAT KIND OF INTEREST OR INVESTMENT EARNINGS (LOSSES) ARE CREDITED ON MY ACCOUNT BALANCE?

Your account is credited with interest annually. The interest rate applied to your account is equal to the net rate of return attributed to the Pension Fund for that period, whether it is positive or negative.

Under the COPE Union Pension Plan, members are not responsible for selecting investments. All contributions are pooled together for investment purposes. More details can be found in your annual newsletter or by contacting the Administrator. The Trustees regularly review the results achieved by the professional Investment Managers and where necessary make adjustments as needed.

To determine the rate of investment earnings or losses to be credited on an interim basis for Termination Benefits, Death Benefits and Retirement Benefits payable during the Plan Year, the Administrator will determine the interim rate based on the actual net rate of return earned each month by the Fund after allowing for applicable expenses.

LOCKING-IN

WHEN DO THE REQUIRED CONTRIBUTIONS BECOME “LOCKED-IN” UNDER THE LEGISLATION?

Required contributions that have been made after December 31, 1992, are “locked in” to the Plan. *Locked-in* means when a Member terminates or retires from the Pension Plan, the pension funds must be used to provide for retirement income. The locking-in provision also applies to investment earnings accumulated in your personal account.

UNLOCKING LOCKED-IN FUNDS

ARE THERE ANY CIRCUMSTANCES WHERE I CAN UNLOCK MY PENSION FUNDS?

In accordance with provincial pension legislation, your pension funds may become unlocked at termination or retirement if your total account balance is less than 20 per cent of the Year’s Maximum Pensionable Earnings (YMPE). In 2025 this amounts to $14,260 ($71,300 x 20 per cent).

In the event that you suffer from a mental or physical disability that is likely to shorten your life expectancy as certified by a medical physician licensed to practice medicine in Canada, you may apply to unlock your Pension Funds. An application must be filed with the Plan Administrator.

If you are no longer a resident of Canada, you may, upon written request along with confirmation from the Canada Revenue Agency that you are a non-resident for the purposes of the Income Tax Act, apply to the Plan Administrator to unlock your funds. A spousal waiver, if applicable, may be required.

If you are eligible to transfer your benefit out of the Pension Plan into a LIRA or LIF from another source, you may apply to withdraw all or part of your funds from your LIRA or LIF due to financial hardship under certain conditions. You can speak to your LIRA or LIF provider outside of the Pension Plan for further information.

If you are over the age of 65 and if the value of your LIRA or LIF with your Financial Institution is less than 40% of the YMPE, the Former Member, can elect to have a lump sum payment or can transfer it to an RRSP which will not be Locked-in. This amount for 2025 is $28,520 ($71,300 x 40 per cent). You can speak to your LIRA or LIF provider for further information.

BENEFITS ON TERMINATION

WHEN CAN I TERMINATE MY MEMBERSHIP IN THE PLAN?

If you work less than 350 hours in a two-year period, your status in the Plan changes from active to terminated, which simply means you have the option to transfer your Pension benefit from the Plan. You may also voluntarily change to terminated status if you have not been employed by a participating employer for at least six consecutive months.

IF I TERMINATE MY MEMBERSHIP IN THE PLAN, MAY I LEAVE THE ACCUMULATED CONTRIBUTIONS AND INVESTMENT EARNINGS IN THE PLAN UNTIL RETIREMENT?

Yes, upon termination of membership, you may leave your accumulated pension benefit in the Plan until you are ready to retire or transfer the funds to another locked-in Plan. Be sure to notify the Administrator of any address changes so that you may be kept informed.

WHAT ARE MY OPTIONS ON TERMINATION?

On termination from the Plan, you are entitled to transfer accumulated contributions and interest made on your behalf from January 1, 1993, onward to either:

a) purchase a locked-in deferred annuity; or

b) another registered pension plan, if the administrator of the other pension plan agrees to accept the payment; or

c) a locked-in retirement account (LIRA); or

d) leave the funds in the Plan until you decide to take payments from the Plan or transfer your benefit elsewhere.

You will be entitled to a non-locked-in refund of any accumulated contributions made on your behalf before 1993 and any Voluntary Contributions and interest.

HOW DO I GO ABOUT MAKING APPLICATION FOR A TERMINATION OF MEMBERSHIP OF FUNDS FROM THE PLAN?

To apply for termination of benefits, contact the Plan Administrator and request a termination package. The Plan Administrator will send you the appropriate forms for completion and will at your request, provide any data you may require to select the appropriate pension option. After the Plan Administrator has received your completed application form, applicable documents and all contributions, it will take between six to eight weeks to complete and make the appropriate transfer of funds.

RETIREMENT DATES

WHAT IS THE NORMAL RETIREMENT AGE?

A Member's or Former Member’s normal retirement age, being the date on which the Member or Former Member has the right to retire and receive a pension shall be the first day of the month coinciding with or immediately following the Member’s or Former Member’s attainment of normal retirement age. Currently, the normal retirement age is 65.

WHAT IS THE EARLY RETIREMENT AGE?

You may retire on the first day of any month following or coincident with your attainment of age 55.

WHAT IF I AM TOTALLY AND PERMANENTLY DISABLED PRIOR TO MY EARLY RETIREMENT DATE?

At the Member's or Former Member's request, a Member's or Former Member's disability retirement date can be the first day of any month after being deemed totally and permanently disabled, as defined in Regulation 8500(1) of the Income Tax Act, such that the Member or Former Member is totally unable, as a result of injury or disease, to engage in or perform the duties of any occupation and such disability will continue for the remainder of his/her life. The Member or Former Member is also vested and locked-in.

MAY I POSTPONE MY RETIREMENT DATE BEYOND AGE 65?

Yes, the Canada Revenue Agency requires that all pensions commence payment by the end of the year in which you attain age 71. In the event that you make application for your pension after your normal retirement date, your pension will not commence retroactively.

WHAT HAPPENS IF I RETURN TO WORK AFTER RETIREMENT?

If, after retirement, you return to work for a participating employer, you will be considered a new Member of the Plan. Your new account will be subject to the same provisions regarding locking-in and portability on termination of employment or death that apply to non-retired Members.

RETIREMENT

HOW DO I APPLY FOR MY PENSION?

Once you have decided on a retirement date, you should notify the Administrator at least two months in advance and request a retirement package. The Administrator will send you the appropriate forms for completion and provide any data you may require to select the appropriate pension option.

MUST I SUBMIT PROOF OF AGE?

If you elect to purchase an annuity, you are required to furnish proof of your date of birth. If you elect a type of pension that depends on the survivorship of your Spouse, you are required to furnish proof of age of your Spouse.

WHAT IS THE DEFINITION OF A SPOUSE?

A Spouse of a Member or Former Member means:

a) the person who is married to you and has not been living separate and apart from you for a continuous period longer than 2 years; or
b) a person who has been living with you in a marriage-like relationship for a period of at least 2 years immediately preceding the relevant date.

IS INCOME FROM MY RETIREMENT BENEFIT TAXABLE?

Yes, the income received from your retirement benefit is taxable. The exception is if you transfer a lump sum directly from this Plan to another tax-sheltered account or Pension Plan.

CAN I MAKE ARRANGEMENTS TO DISCUSS MY RETIREMENT OPTIONS WITH THE ADMINISTRATOR?

Yes. Arrangements may be made by contacting the Administrator and making an appointment. The Pension Department will be able to provide an explanation of the options available to you but cannot provide financial advice.

RETIREMENT BENEFITS

WHAT TYPES OF RETIREMENT BENEFITS ARE AVAILABLE?

Life Annuity, Life Income Fund, Life Income Type Benefit and one-time transfer to a prescribed RRIF.

1. LIFE ANNUITY

Under this form of payment, you will receive a monthly income for as long as you live. At the time of your retirement, we will use your account balance to purchase an annuity from the insurance industry at the highest rate.

Types of annuities

A) Single life with no guarantee period

The monthly income will cease upon your death and no death benefits will be payable to a Spouse, beneficiary or estate. This type of pension may suit you if you are single and have no dependants.

B) Single life annuity with a minimum guarantee period

Should you die before a specified number of payments have been made (usually 5, 10 or 15 years), the balance of the payments will continue to your designated beneficiary or estate. As there is a guarantee that payments will be made for a specified period, the amount of pension income you would receive under this option is less than the single life annuity only option.

Example: If you choose a single life annuity with a 15-year guarantee, you will receive a monthly payment as long as you live, with the provision that if you die before receiving 180 monthly payments, your designated beneficiary or estate will continue to receive the balance of your monthly payments until a total of 180 payments have been made.

C) Joint and last survivor annuity

Should you pre-decease the joint annuitant (which must be your Spouse), payments will continue to your Spouse at the chosen percentage for their lifetime. Payments cease when both you and your Spouse are deceased. Your Plan will offer a variety of survivor benefits; however, those typically allowed are 60 per cent, 66 2/3 per cent, or 100 per cent of the amount payable immediately prior to your death.

D) Joint and last survivor annuity with a guaranteed payment period

Should you pre-decease the joint annuitant (which must be your Spouse) the payments will continue to your Spouse at the full amount until the end of the chosen guarantee period, at which time, they will reduce according to the level of survivor benefit chosen and continue for the Spouse's lifetime. Payments cease when both you and your Spouse are deceased.

In the event that both you and your Spouse die within the guarantee period, the payments will continue at the full amount to your designated beneficiary or estate until the end of the chosen guarantee period. Since there is a provision for payments to continue to a joint survivor for life, the amount of pension income you would receive is less than the single life annuity with or without guarantee periods option. This type of annuity often helps couples with their retirement planning.

Important: If you have a Spouse at the date of retirement, your Spouse (if applicable) must sign a prescribed consent form waiving their entitlement if the form of annuity chosen provides a survivor benefit of less than 60 per cent of the amount payable.

2. LIFE INCOME FUND (LIF)

A Life Income Fund is a retirement income option for locked-in pension money. At the beginning of the year, you will determine the amount to be paid during the year, subject to certain minimum (based on the Income Tax Act) and maximum (based on provincial legislation) withdrawals and your age.

You are responsible for the management of your pension funds that are transferred to a financial institution licensed to provide Life Income Funds. Your investment of these assets should take into consideration your income needs and risk tolerance.

Your Spouse (if applicable) must sign a prescribed consent form waiving their entitlement to your pension before you make the transfer to a LIF.

3. LIFE INCOME TYPE BENEFIT (LITB) AVAILABLE TO MEMBERS OF THIS PLAN AT THE TIME OF RETIREMENT

You can maintain your pension benefit account in the COPE Union Pension Plan and have a benefit paid out as a LIF payment. Your account will continue to earn the same gross rate of return as the Pension Plan. The Life Income Type Benefit net rate of return will vary nominally from the Pension Plan rate of return due to additional administrative expenses. Required minimum withdrawals (based on Income Tax Regulations) must begin in the calendar year that the member reaches age 72.

Your Spouse (if applicable) must sign a prescribed consent form waiving their entitlement to your pension before you may take a payment from the Life Income Type Benefit.

Spousal consent: A Life Income Fund or Life Income Type Benefit transfer is subject to the written consent of your Spouse. When the pension assets are transferred to a LIF or LITB, the spousal survivor rights with respect to the assets are also transferred.

DOES THIS PENSION AFFECT MY ENTITLEMENT TO CPP OR OAS BENEFITS?

Possibly. The pension you earn under the COPE Union Pension Plan is payable in addition to the Canada Pension Plan and Old Age Security benefits. However, a portion of your Old Age Security benefits will be "clawed back" if your net income for any calendar year exceeds a certain threshold. The clawback threshold is indexed each year in the same manner as federal tax brackets and personal tax credits.

GOVERNMENT PROGRAMS

AS OF JANUARY 2025, THE MAXIMUM BENEFITS AVAILABLE AT AGE 65 ARE:

1. Canada Pension Plan (CPP); $1,433 /month; or
2. Old Age Security (OAS); $728/month.

You may receive the CPP as early as age 60, but your CPP benefit amount will be reduced. Conversely, you may also delay receiving CPP benefits, subject to a benefit increase, however, no later than age 70. Old Age Security benefits cannot be received earlier than age 65. You may also delay OAS benefits, subject to a benefit increase, however, no later than age 70. For additional information regarding government programs call Service Canada toll free at 1-800-277-9914 or visit www.servicecanada.gc.ca.

DEATH BENEFITS

WHEN I DIE, WILL SOMEONE ELSE RECEIVE MY PENSION?

Yes. It is very important that you designate a beneficiary so that, in the event of your death, your pension benefits are distributed according to your wishes.

If you are legally married, they are automatically designated as your beneficiary under provincial legislation. Your surviving Spouse must be co-habiting with you immediately prior to your death and must provide satisfactory evidence of co-habitation to the Plan Administrator. The applicant must also provide a copy of the death certificate.

WHAT HAPPENS TO MY ACCOUNT BALANCE IF I DIE BEFORE RETIREMENT?

Upon the date of death of a Member of this Plan, the death benefit will be equal to the value of the Member's pension benefit account balance with any applicable interest. The death benefit that is available will be payable as follows:

A) Members with a Spouse at date of death

As a Life Annuity, or it may be transferred to a Life Income Fund (LIF), maintained in the Pension Plan as a Life Income Type Benefit (LITB) or transferred to a Locked-in Retirement Account (LIRA) depending on the surviving Spouse's age.

The surviving Spouse will be considered to have survived the Member with whom they had the common-law relationship or marriage only if they were co-habiting with one another immediately before the death of the Member. The Spouse must provide evidence of co-habitation satisfactory to the Plan Administrator.

These provisions do not apply if you and your Spouse are living separate and apart at the date of your death, or if your Spouse signed a waiver of pre-retirement death benefit prior to your demise.

B) Members without a Spouse at date of death

As a lump-sum payment to the designated beneficiary or the estate of the Member, subject to applicable withholding taxes or to a tax-sheltered account.

IF I AM MARRIED OR IN A COMMON-LAW RELATIONSHIP, CAN I DESIGNATE A BENEFICIARY OTHER THAN MY SPOUSE?

Yes. However, to do so, your Spouse must complete a spousal waiver of pre-retirement death benefit where the Spouse gives up all rights to a benefit on your death. These forms are available at the Plan Administrator's office and must be filed with the Plan Administrator prior to the member's date of death.

WHAT HAPPENS TO MY PENSION IF I DIE AFTER RETIREMENT?

If you die after you have begun receiving a monthly pension, the amount of any further benefit will be determined by the form of annuity chosen at retirement.

If you have transferred your pension to a LIF or are receiving a LITB payments directly from the Pension Plan, then the value of the LIF/LITB shall be paid to:

- the surviving Spouse in the form of a lump-sum payment, subject to applicable withholding taxes, a Registered Retirement Savings Plan (RRSP), a Registered Retirement Income Fund (RRIF), an annuity or continue to receive payments from the Plan in the LITB, unless previously waived; or
- where there is not a surviving Spouse, to the designated beneficiary or estate of the purchaser as a lump-sum payment, subject to applicable withholding taxes.

ARE PAYMENTS FROM THE DEATH BENEFIT TAXABLE?

Yes, the death benefit is taxable. If your surviving Spouse wishes to defer the taxation, they may transfer it to a Registered Retirement Savings Plan. All other beneficiaries must take a lump-sum payment.

CREDIT SPLITTING

IS MY SPOUSE ENTITLED TO ANY PORTION OF MY PENSION ON RELATIONSHIP BREAKDOWN?

On relationship breakdown, you and your former Spouse may come to an agreement on how to share your pension benefits and other family assets. If you do not come to a written agreement, and there is no court order on how to divide the pension, the benefits must be divided in accordance with provincial property laws. Matrimonial property orders made by a court in BC or elsewhere in Canada are enforceable against pension assets or payments.

Your Spouse has enforceable legal rights to a share in the benefits of the Plan and the *Family Law Act of BC* outlines the actions the Plan must take in order to protect their rights. The Plan Administrator must provide your former Spouse a written statement that outlines the options that are available to them.

Your designated pension plan beneficiary will not be automatically revoked or changed by any change in marital status. Should you wish to change your beneficiary, you will have to do so in writing by completing a Change Form.

GARNISHMENT (MAINTENANCE ENFORCEMENT)

CAN MY PENSION BE GARNISHED?

In the event that a Member fails to make the appropriate maintenance payments to a former Spouse or child, in accordance with The Family Maintenance Enforcement Act, the pension benefits accumulated by the Member may be garnished (including all costs associated with administration and applicable taxes) from the pension benefit account balance. The amount garnished cannot be greater than the total pension account balance. Upon receipt of a Garnishment Order, under the terms of The Family Maintenance Enforcement Act, the Plan Administrator must withdraw the requested funds. The Member will be notified of such a withdrawal when the order from the Maintenance Enforcement is received.

Please contact the Plan Administrator for assistance with any of these issues.

ASSIGNMENT

CAN I USE MY PENSION BENEFITS AS COLLATERAL TO BORROW MONEY? CAN MY PENSION BENEFITS BE SEIZED ON BANKRUPTCY?

No. The law prohibits the assignment of any pension benefits. This provision is for your protection and is intended to ensure that you will receive a pension when you retire.

RIGHTS TO INFORMATION

HOW WILL I KNOW HOW MUCH PENSION I HAVE ACCUMULATED?

Each year, the Plan Administrator will forward a pension statement to your current mailing address on file with the Plan Administrator along with a newsletter that summarizes any changes to the Plan and includes articles about retirement. The statement will outline the amount in your pension account, your retirement dates, the name of your beneficiary, etc. It is important that the information on this statement be accurate. If this is not the case, the Plan Administrator should be notified immediately.

WHAT OTHER SOURCES OF INFORMATION ON MY PERSONAL ACCOUNT AM I ENTITLED TO RECEIVE?

On termination, retirement, death, or relationship breakdown, each member, surviving Spouse, shall receive a written statement of his/her entitlements and options upon request.

WHO SHOULD BE CONTACTED FOR PLAN INFORMATION?

Coughlin & Associates Ltd., the Plan Administrator, should be contacted for information regarding the Plan.

The following information is available for review at the Plan Administrator's office. Copies are available to any member subject to the payment of a reasonable fee to cover costs incurred:

i) the Pension Plan Document and any amendments thereto;

ii) the Trust Agreement and any amendments thereto;

iii) the most recent Annual Information Return filed by the trustees with the Pension Commission;

iv) the most recent Annual Financial Statement; and

v) a list of the assets included in the Financial Statements.

ADMINISTRATION

WHO ADMINISTERS THE PLAN?

The Board of Trustees of the COPE Union Pension Plan is responsible for the overall administration of the Plan. Coughlin & Associates Ltd. has been retained to handle the record keeping and daily administration. Contact information can be found at the beginning of this booklet.

CAN THE PLAN BE CHANGED OR DISCONTINUED?

The Board of Trustees expects to continue the Plan indefinitely but reserves the right to amend, suspend or terminate the Plan, either in whole or in part, at any time. Any change or modification in the Plan will not affect the amount of pension benefits previously purchased from an insurer or transferred out of the Plan. No change or modification shall adversely affect the benefits that have accrued to members of the Plan prior to the amendment date.

In the event of discontinuance of the Plan, the Fund assets shall be disbursed to members in accordance with the Plan rules based on the value of their interests in the fund. On Plan termination, no part of the assets of the Plan shall revert to the benefit of the employers or union. Any assets held to affect the Plan termination will remain invested in accordance with government pension legislation. Any assets that remain after satisfaction of all liabilities under the Plan will be distributed to members and other persons having an entitlement under the Plan at the date of Plan termination, subject to government pension legislation.

» NOTICE REGARDING PERSONAL INFORMATION

When you become a COPE Union Pension Plan Member, Coughlin & Associates Ltd., the Plan Administrator, sets up a file with personal information relevant to your pension funds under the Plan.

The purpose of this file is to permit the Plan Administrator to administer all financial services provided to you and to keep information specific to their business relationship with you. This includes the following:

- financial reporting;
- internal and external audits;
- preparation of regulatory and statutory reports; and
- assisting you in planning for financial security.

The files are kept in the offices of Coughlin & Associates Ltd. and Coughlin's employees have access to these files when required.

You have certain rights of access and correction with respect to the information in your file. A request for access or correction must be placed in writing and should be sent to the office of Coughlin & Associates Ltd., P.O. Box 764, Winnipeg, Manitoba, R3C 2L4

» PRIVACY

Effective January 1, 2004, the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) governs the collection, use and disclosure of all personal data by all Canadian commercial organizations. Thus, every transaction involving the handling of personal data (collection, use, transfer, disclosure, storage, accessing, processing, etc.) has to be conducted in accordance with the Act.

Coughlin & Associates Ltd. is committed to respecting your right to privacy and safeguarding your personal information. For more information regarding Coughlin's privacy policy, please contact Coughlin & Associates Ltd. directly or via the website www.coughlin.ca.

The Trustees are committed to protecting your personal information. The Trustees are subject to applicable privacy legislation and have adopted a privacy policy that reflects their obligations. The Privacy Policy governs the way the Trustees collect, use, disclose and secure information about members. It also sets out your entitlement to access the information on file about you in order to correct or update it. Information may be held on the Trustees' behalf by the Plan Administrator, or other services providers that the Trustees may appoint. If you have a privacy-related query or complaint or wish to view a copy of the Privacy Policy, please contact the Plan's Privacy Officer at the office of the Plan Administrator.

» CHANGE OF ADDRESS & PERSONAL INFORMATION

It is important to inform the Plan Administrator and union of any address changes, or any personal information changes (marital status, beneficiary, etc).

» MEMBER RECORDS

When you designate someone as your beneficiary, please advise the individual. When you change your beneficiary, please advise both parties of the change.

Please request a Pension Enrolment Form or Change Form from the Plan Administrator if you need to:

1) Enrol in the Plan
2) Change your beneficiary*
   * Please note, if you have a Spouse, you must nominate them as your beneficiary.

Please ensure that you date and sign the Pension Enrolment Form or Change Form prior to sending it to the Plan Administrator. These forms need to be submitted by mail for insurance purposes and cannot be sent by fax or e-mail.

For further information about the Pension Plan, contact or write to the Plan Administrator:

Coughlin & Associates Ltd.
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