

## GROUP RRSP, SAVINGS AND LOANS

### PART 1: GENERAL SYNOD REGISTERED RETIREMENT SAVINGS PLAN (RRSP)

#### 1 General

- 1(1) The purpose of the Registered Retirement Savings Plan (RRSP) is to provide an opportunity for the Diocese to contribute to a retirement allowance, or to contribute to the retirement income available to Clerics and other Diocesan employees ("members"), in addition to their pensions.
- 1(2) The RRSP has been developed by the General Synod Pension Office, and administered jointly by the Diocese and the London Life Assurance Company under Contract # 75604.

#### 2 Administration

- 2(1) The Diocesan Synod and the London Life Insurance Company jointly administers the Diocesan RRSP
- 2(2) The Diocesan Synod may be contacted at the following address:

The Diocesan Synod of Fredericton  
115 Church Street, Fredericton NB E3B 4C8  
Tel: (506) 459-1801  
Web Site: [anglican.nb.ca](http://anglican.nb.ca)  
Email Contacts: [anglican.nb.ca/synod](mailto:anglican.nb.ca/synod)

- 2(3) The London Life Insurance Company administers the Group RRSP. They may be contacted at the following address:

Ms. Kitty Lee  
Customer Service Specialist  
Group Retirement Services  
Great-West/London Life/Canada Life  
Web Site: [www.grsaccess.com](http://www.grsaccess.com)  
Phone: (416) 552-5025/ 1 (800) 465-0517  
Fax: (416) 362-0350  
Email Address: kitty.lee at gwl.ca

#### 3 Eligibility

- 3(1) To be a participant, a member must:
  - a) Participate in the General Synod Pension Plan;
  - b) Be under age 65; and
  - c) Not be in receipt of a pension from the Anglican Church of Canada

- 3(2) A participant who is on educational leave, missionary leave, maternity leave, or any other approved leave may continue to make contributions in the normal manner during the leave of absence.
- 3(3) A member, having left the Diocese, may enter or re-enter the plan upon return to the Diocese.

#### 4 Contributions

- 4(1) The Diocese shall match all contributions made by a participant within the limits of the Group RRSP Schedule of Contribution Limits, under Contract # 75604 with London Life, which is set out as [Schedule A](#) to this Regulation. The Diocesan contributions shall be reimbursed by the Parish Corporation by means of the payroll assessment.
- 4(2) The contributions that are eligible for matching by the Diocese are determined based on the participant's number of years to age 65 at the time of enrolment. If the participant works beyond that age or beyond his or her normal retirement date, his/her contributions may continue and will be matched in the same manner,
- 4(3) A participant may contribute more than the amount to which s/he is eligible for a matching contribution by the Diocese.
- 4(4) All contributions (both participant and Diocesan) and interest become the property of the participant.
- 4(5) The Employer's contributions to the Plan are taxable income.

#### 5 Procedure

- 5(1) A member who wishes to participate shall complete and sign an application form issued by the RRSP Service Provider and available at the Diocesan Synod Office.
- 5(2) A participant shall choose the type of RRSP investments best suited to his or her needs, and shall communicate such choices and any changes in investment allocation directly to the service provider.
- 5(3) Each participant shall ensure that the relevant information on the records of the RRSP Service Provider, such as personal information, beneficiary designation, and investment allocation, is kept current.
- 5(4) Participant contributions are made by a payroll deduction and are remitted by the Diocese to the RRSP Service Provider on a monthly basis.
- 5(5) If a participant fails to make a contribution in any fiscal year, the Diocesan matching contribution will be forfeited, and the Diocese shall not make retroactive contributions.

## 6 Withdrawing Funds

- 6(1) The government of Canada sets conditions for the redemption of RRSPs. These conditions allow RRSPs to be left to accumulate additional income after retirement, provided they are cashed or annuitized before age 72.
- 6(2) If a participant dies, the named beneficiary should consult with his or her financial advisor regarding his or her options with respect to the utilization of the accumulated funds.

## 7 Income Tax Consequences

- 7(1) Participant contributions are income tax deductible in the year of deposit. The RRSP Service Provider will issue appropriate income tax receipts.
- 7(2) Any funds withdrawn from the plan are treated as taxable income in the year received.

## **PART 2: OPTIONAL SAVINGS PLAN**

- 1 The Diocese has established the Optional Savings Plan to allow a Cleric ("participant") to save conveniently through payroll deduction.
- 2 A participant may make additional direct contributions to the Plan.
- 3 The Diocesan Treasurer shall administer the Optional Savings Plan.
- 4 Funds on deposit earn interest at rates similar to those paid by chartered banks on savings accounts. The interest rate is established monthly.
- 5 Interest is calculated on the minimum monthly balance and is credited at the end of June and the end of December.
- 6 Funds may be withdrawn by written authorization of the owner at any time for any purpose. No advances are permitted under the Optional Savings Plan.
- 7 The Diocese shall issue annually statements of account and interest earned, as provided by the Income Tax Act, interest earned is taxable.

## **PART 3: LOANS**

- 1 The Diocese may loan money to a borrower.
- 2 The Diocesan Treasurer shall administer the Loan Program.
- 3 Loan availability is dependent on Diocesan cash flow, and the total amount of outstanding loans shall not exceed \$100,000.
- 4 The maximum loan per applicant is \$7,000.

- 5 A borrower shall repay the loan over a maximum period of 36 months, with payments made by payroll deduction. A borrower may make additional payments of principal at any time, but this does not affect the amount of the regular monthly payment.
- 6 The first payment shall be deducted in the month following the date of issuance of the loan.
- 7 The Finance Committee shall establish the interest rate on loans under the Plan.
- 8 Interest is calculated monthly in accordance with an amortization statement issued to the applicant on the date of issue of the loan.
- 9 Upon execution of the loan documents, the loan proceeds are paid to the borrower.
- 10 Any pre-existing Diocesan loans must be refinanced with the new loan before a new loan is issued. The maximum amount of \$7000 applies.
- 11 The Diocese shall issue the borrower an annual statement of the loan transactions and interest paid.
- 12 If the borrower leaves his or her employment in the Diocese, the loan becomes immediately repayable in full. The Diocese may transfer funds from the borrower's Optional Savings Plan Account in full or partial satisfaction of the debt.
- 13 A borrower who retires with a loan balance may either repay the loan balance or continue to make regular monthly payments.

Adopted 17 September 2008

[Schedule A Group RRSP Contribution Limits](#)