

Overview of the Retirement & Savings Program for the Employees of Rocky View Schools

This summary outlines the details of your Group RRSP and Group TFSA. This summary has no legal authority and should not be construed as legal advice. The actual provisions of the program shall take precedence in the case of conflicting or inconsistent information. If you have any questions or need more information, please contact your Human Resources Department.

Purpose of the Program	The Group Registered Retirement Savings Plan (RRSP) and Group Tax-Free Savings Account (TFSA) are important vehicles that can assist you in attaining your goals for long term financial security. The benefits from the program are intended to supplement the retirement income you may receive from various sources, including government programs, such as the Canada Pension Plan, Old Age Security as well as your personal investment plans.
Contract Numbers	Group RRSP # 40967-011 Group TFSA # 41235-011
Eligibility	You are eligible to join the program from your date of employment.
Enrolment	Participation in the program is voluntary. You can participate in the Group RRSP, the Group TFSA or both.
Employee Contributions (RRSP)	You can contribute any amount you wish, within the limits described under the “Contributions Limits” section.
Employee Contributions (TFSA)	Contributions can also be made into the Group TFSA up to the limits allowed by CRA (see “Contributions Limits” section).
Contribution Limits	<p>RRSP - The Canada Revenue Agency (CRA) limit is 18% of the previous year’s earned income, up to a maximum</p> <ul style="list-style-type: none"> • \$22,450 for 2011 • Indexed for 2012 & beyond <p>TFSA - The CRA contribution limit for 2011 is \$5,000 (amount subject to change every year).</p> <p>For both the Group RRSP and the Group TFSA you may also contribute any carry-forward amounts from previous years. It is your responsibility to ensure that your maximum contribution limits are not exceeded. You should check your annual CRA tax assessment to determine your personal contribution limits.</p>
Spousal RRSP Option	You may open a Spousal Group RRSP. You may only contribute your voluntary contributions into a Spousal account. Any contributions that you make into your spouse’s account will count toward your personal RRSP contribution limit. You will receive the tax deduction but your spouse will own the account and will select the investments in the account. Your spouse will receive all the benefits arising from the Spousal RRSP.

Beneficiary Designation	<p>You are required to designate a beneficiary to receive the benefits of your program.</p> <ul style="list-style-type: none"> - You may name your estate as your beneficiary. - You may choose your spouse and you should indicate their full name and relationship to you. - You may choose under-age beneficiaries, but you should ensure that you have appointed a trustee for each child under the age of 19. - You may also designate multiple beneficiaries, in which case, you should specify their exact names and their relationship to you plus the % that they are entitled to. <p>If you designate a sole beneficiary, you may want to take into account the possibility that your sole beneficiary may die before you do. In order to ensure that the benefits are dispersed in the manner you desire, you may want to designate a second beneficiary. This person is known as a contingent beneficiary. In this case, your designation could read, Jane Doe – Wife, if living, otherwise to my son, Robert Doe.</p> <p>You may choose a Revocable or Irrevocable designation for your beneficiary. An irrevocable designation means that you must have the beneficiary’s consent prior to withdrawing funds from the Group RRSP or changing the beneficiary.</p>
Web Access	<p>Yes, you will be given access to our secure website, CyberClient, found at www.inalco.com.</p> <p>You will be provided with an access code and a temporary PIN once the first contribution is made.</p>
Vesting	<p>All funds deposited into your Group RRSP and Group TFSA belong to you.</p>
Withdrawal of Contributions	<ul style="list-style-type: none"> - Contributions to RRSP Withdrawals can be made as cash refunds or tax-free transfers to another RRSP at all times, subject to a \$50 redemption fee. - Contributions to TFSA Withdrawals are subject to a \$25 withdrawal fee.
Investment Decisions	<p>You are responsible for making the investment decisions for all employee and contributions. You may choose from the options listed on your Industrial Alliance Enrolment Request Form or on CyberClient (see Web Access above).</p>
RRSP Default Investment	<p>If you do not provide investment instructions, all contributions will be invested in the “Asset Allocation – balanced” Fund (code FU508).</p>
TFSA Default Investment	<p>If you do not provide investment instructions, all contributions will be invested in the “Money Market” Fund (code FU070).</p>
RRSP Deregistration Deadline	<p>You must let Industrial Alliance know by December 1st of the calendar year of your 71st birthday, which option you have chosen in order to deregister your RRSP account. CRA states that you must deregister your Group RRSP by December 31st of the calendar year of your 71st birthday.</p>
Retirement Benefit	<p>This benefit will be based on the accumulated value of all contributions.</p>
Death Benefit	<p>This benefit will be based on the accumulated value of all contributions. Benefits will be payable to your beneficiary, if one is named. If one is not named, the benefits will be paid into your estate.</p>

Options on Termination	<ul style="list-style-type: none"> - Cash refund (less the applicable withholding taxes for the RRSP) - Retain the RRSP and/or TFSA with Industrial Alliance - Tax-free transfer to an RRSP or TFSA at another Provider. - Tax-free transfer of the RRSP to the Registered Pension Plan or Group RRSP of a new employer, if allowed - Purchase of an annuity
Address Changes	You must notify Industrial Alliance by mail, fax or by changing your Personal Profile on CyberClient.
Investment Changes	You can make investment changes via CyberClient or by sending a Member Change Request form to Industrial Alliance.
Tax Receipts	<p>Tax receipts for contributions into your Group RRSP will be issued twice annually – one for all employee and employer contributions made during the first 60 days of the calendar year, and the second for those contributions made for the following period between March 1 and December 31.</p> <p>Tax receipts will <u>NOT</u> be issued for contributions into your Group TFSA.</p>
External Asset Transfers	<p>You may transfer other RRSP assets into your Group RRSP. Locked-in transfers will retain their locked-in status.</p> <p>You may also consolidate other TFSAs that you have into the Group plan.</p>
Statements	Statements will be mailed semi-annually to your home or you can print an up-to-date statement directly from CyberClient, as you need it.
Applicable Guaranteed Investment Rate	Published rate enhanced by 0.50%
Investment Management Fees	Please refer to the listing of investment options and corresponding fees in your Member Guide or on CyberClient.

QUESTIONNAIRE : Your Investor Profile

1. HOW OLD ARE YOU?

Over age 70	<input type="checkbox"/> 1 point
Between 61 and 70	<input type="checkbox"/> 2 points
Between 51 and 60	<input type="checkbox"/> 5 points
Between 41 and 50	<input type="checkbox"/> 10 points
Between 18 and 40	<input type="checkbox"/> 15 points

2. WHEN DO YOU PLAN ON NEEDING THE MONEY YOU ARE INVESTING?

In less than 3 years	<input type="checkbox"/> 1 point
In 3 to 5 years	<input type="checkbox"/> 2 points
In 6 to 12 years	<input type="checkbox"/> 5 points
In 13 to 20 years	<input type="checkbox"/> 10 points
In over 20 years	<input type="checkbox"/> 15 points

3. WHAT IS YOUR GROSS ANNUAL INCOME (BEFORE TAXES)?

Less than \$25,000	<input type="checkbox"/> 1 point
\$25,001 to \$50,000	<input type="checkbox"/> 2 points
\$50,001 to \$75,000	<input type="checkbox"/> 5 points
\$75,001 to \$100,000	<input type="checkbox"/> 10 points
\$100,001 or more	<input type="checkbox"/> 15 points

4. WHAT IS YOUR CURRENT FINANCIAL SITUATION?

Precarious	A lot of debt, very little savings	<input type="checkbox"/> 1 point
Somewhat precarious	Somewhat in debt with few savings	<input type="checkbox"/> 2 points
Somewhat stable	Some debts and some savings	<input type="checkbox"/> 5 points
Good	Few debts and some savings	<input type="checkbox"/> 10 points
Very good	Very little or no debts and solid savings	<input type="checkbox"/> 15 points

5. WHAT IS YOUR MAIN INVESTMENT GOAL?

Keeping my investments secure. • I won't accept any variation in returns.	<input type="checkbox"/> 1 point
Maintaining a certain stability. • I can tolerate yield variations but with difficulty.	<input type="checkbox"/> 2 points
Seeing my investments grow. • I can accept minimal return variations from time to time.	<input type="checkbox"/> 5 points
Seeing my investments grow significantly. • I can accept regular return variations.	<input type="checkbox"/> 10 points
Obtain maximum long-term growth. • I can accept regular and significant variations in returns.	<input type="checkbox"/> 15 points

6. SUPPOSE THE MARKETS GO THROUGH A DIFFICULT PERIOD, WHAT DECREASE IN THE VALUE OF YOUR INVESTMENTS COULD YOU TOLERATE?

No decrease	<input type="checkbox"/> 1 point
Less than 5%	<input type="checkbox"/> 2 points
Between 5% and 10%	<input type="checkbox"/> 5 points
Between 10% and 20%	<input type="checkbox"/> 10 points
Over 20%	<input type="checkbox"/> 15 points

7. WHAT MINIMUM/MAXIMUM POTENTIAL VALUE WOULD YOU CHOOSE FOR \$10,000 INVESTED OVER A 1-YEAR PERIOD?

	<input type="checkbox"/> 1 point	<input type="checkbox"/> 2 points	<input type="checkbox"/> 5 points	<input type="checkbox"/> 10 points	<input type="checkbox"/> 15 points
Minimum value after one year	\$9,900	\$9,500	\$9,000	\$8,500	\$8,000
Maximum value after one year	\$10,300	\$11,000	\$11,500	\$12,000	\$12,500

8. HOW WOULD YOU RATE YOUR LEVEL OF KNOWLEDGE IN THE AREA OF INVESTMENTS?

Poor	I know very little about investments.	<input type="checkbox"/> 1 point
Limited	I know the basic principles but I don't know how to apply them to my personal situation.	<input type="checkbox"/> 2 points
Moderate	I understand the basic principles and I track my investments from time to time.	<input type="checkbox"/> 5 points
Good	I know a good deal about the various investment categories and accompanying risk levels.	<input type="checkbox"/> 10 points
Very good	I have thorough knowledge of financial markets and the economy. I have extensive experience with investments and I closely track my investments and financial news.	<input type="checkbox"/> 15 points

YOUR PROFILE

Total the number of points you obtained for each question.

Discover your investor profile and the Turnkey Solution designed to make your life easier.

If you prefer to make your own choices from our line of investment funds, the Tailor-made Solution suggests a portfolio allocation that suits your investor profile.

RESULTS Q.1: _____ Q.2: _____ Q.3: _____ Q.4: _____ Q.5: _____ Q.6: _____ Q.7: _____ Q.8: _____ **TOTAL: _____**

SOLUTIONS

Your score: _____

	TURNKEY SOLUTION	TAILOR-MADE SOLUTION
<p>8 to 24 points Conservative Investor</p> <p>Conservative investors are concerned about the security of the capital they have accumulated for retirement. They are looking for a reliable source of income and may invest a small portion of their portfolio in the stock market.</p>	- Asset Allocation - Conservative	<p>80.0% Income Funds 10.0% Canadian Equity Funds 10.0% Foreign Equity Funds</p>
<p>25 to 48 points Moderate Investor</p> <p>Although they are careful, moderate investors are seeking long-term capital appreciation and a relatively stable investment income. They are looking to obtain a fair balance between stock market investments and income securities.</p>	- Asset Allocation - Moderate	<p>65.0% Income Funds 20.0% Canadian Equity Funds 15.0% Foreign Equity Funds</p>
<p>49 to 72 points Balanced Investor</p> <p>Balanced investors are seeking good potential long-term returns while minimizing the overall risk of their portfolio. They are willing to invest in the stock markets, but maintain a large portion in income securities.</p>	- Asset Allocation - Balanced	<p>50.0% Income Funds 30.0% Canadian Equity Funds 20.0% Foreign Equity Funds</p>
<p>73 to 96 points Growth-Oriented</p> <p>Growth-oriented investors are seeking strong portfolio growth. They invest a large portion of their capital in the stock markets and are willing to accept short-term fluctuations in their portfolio.</p>	- Asset Allocation - Growth	<p>35.0% Income Funds 40.0% Canadian Equity Funds 25.0% Foreign Equity Funds</p>
<p>97 to 120 points Aggressive Growth-Oriented</p> <p>Aggressive growth-oriented investors are seeking the best long-term return above all, since they invest the majority of their capital in equity. They are willing to accept major fluctuations in their short-term portfolio.</p>	- Asset Allocation - Aggressive Growth	<p>20.0% Income Funds 50.0% Canadian Equity Funds 30.0% Foreign Equity Funds</p>

PERIODIC RE-EVALUATION

Since your needs as an investor change over time and your personal situation and the economic environment can vary, it is essential that you regularly review the composition of your assets. This will allow you to maintain an investment strategy that suits your needs and avoid unpleasant surprises. It is therefore important that you periodically complete the questionnaire "Your Investor Profile".

Investor profile of _____ Date

Y	M	D

"Your Investor Profile" was designed to serve as a guide in helping you to establish your investment strategy. While all the necessary measures have been taken to provide you with the most precise evaluation possible, you are ultimately responsible for choosing the investment strategy that best suits your needs.

Rocky View Schools

Fund Line-up and Investment Management Fees



Funds	Code	Fund Manager	IMF
GICs - 0.50% rate enhancement			
Asset Allocation Funds			
Asset allocation - Conservative	FU506	Multiple	1.40%
Asset allocation - Moderate	FU507	Multiple	1.40%
Asset allocation - Balanced	FU508	Multiple	1.40%
Asset allocation - Growth	FU509	Multiple	1.40%
Asset allocation - Aggressive growth	FU510	Multiple	1.40%
Income Funds			
Money Market	FU070	Industrial Alliance	1.35%
Bonds	FU020	Industrial Alliance	1.35%
Emerald Canadian Bond Index	FU489	TD Asset Management	1.15%
Canadian Equity Funds			
Canadian Equity Index	FU474	Industrial Alliance	1.22%
100% Canadian Equity Value	FU494	Industrial Alliance	1.35%
Canadian Equity Small Cap.	FU541	QV Investors Inc.	1.65%
Canadian Equity Responsible	FU514	McLean Budden	1.40%
Foreign Funds			
Global Equity	FU465	Templeton Management Limited	1.77%
International Equity Index	FU300	BlackRock	1.20%
International Equity	FU080	Templeton Management Limited	1.77%
U.S. Equity Index	FU180	State Street Global Advisors	1.14%
U.S. Equity	FU513	McLean Budden	1.65%