

more about
Your Benefits.

UNITE HERE

PENSION PLAN

for the members of
UNITE HERE Local 75



TORONTO, ONTARIO, CANADA

DECEMBER, 2020

INTRODUCTION

December, 2020

This brochure summarizes the Pension Plan for the members of **UNITE HERE Local 75**. It is based on your collective agreement and the pension plan document. It replaces all previous booklets and newsletters.

You will receive a pension statement each year you contribute to this Pension Plan, and/or your employer contributes to the Pension Plan for you.

After you have stopped working for all participating employers and if you have not yet received your pension benefit from this Plan, you are entitled to receive a pension statement every two years. **In order to continue receiving bi-annual statements after you have stopped working for all participating employers, please be sure to give Soben Management Ltd. your current address.**

Your pension statement must show both your own and your employer's contributions to the Plan, regardless of your actual benefit entitlement when your membership in this Pension Plan terminates.

The Board of Trustees is responsible for the operation of your Pension Plan, and for the determination of all questions of eligibility and benefit payments. They meet regularly to be sure that the Plan works for the benefit of members. They may amend or windup the Plan at any time. The Trustees are appointed equally by your Union, UNITE HERE Local 75, and by your employers.

This Pension Plan, along with the Canada Pension Plan, Old Age Security, your personal retirement savings, the UNITE HERE Health and Welfare Plan, and the security of your collective agreement, all contribute to your own personal well-being and financial security.

If you have any questions about your Pension Plan, please contact Soben Management Ltd. ("Soben").

BOARD OF TRUSTEES

The current Board of Trustees of the UNITE HERE Pension Plan are:

Edwin Frizzell

Fairmont Royal York

Robert Housez

Chelsea Hotel Toronto

Andy Loges

Toronto Hilton Hotel

Tim Reardon

Sheraton Centre Toronto

Ian Robb

UNITE HERE Canada

Shelli Sareen

UNITE HERE Local 75

Guled Warsame

UNITE HERE Local 75

ABOUT YOUR PENSION PLAN

Investments

The Board of Trustees is responsible for investing the pension fund on your behalf. They meet regularly to review the Plan's investments and receive advice from professional investment advisors.

All investments are made in accordance with the regulations administered by the Financial Services Regulatory Authority of Ontario and the Canada Revenue Agency. The pension fund is audited annually by an independent firm of chartered professional accountants (CPA).

The Board of Trustees has established a "Statement of Investment Policy and Procedures" for the Plan. This document contains the policies and procedures for the Plan's investment portfolio, and information about whether environmental, social and governance factors are incorporated into the Plan's investment policies and procedures.

The Board of Trustees does not require the Plan's investment managers to follow any specific environmental, social and governance policies when making investment decisions, but the Board expects all managers to be aware of such factors.

Any Plan member may inspect the current Statement of Investment Policy and Procedures without charge during regular business hours at:

- (i) The office of Soben Management Ltd.,
- (ii) The office of the Ontario Financial Services Regulatory Authority.

(Please note that during the COVID pandemic, access to these offices may be restricted.)

Any member may make a written request to either office for a copy (either by mail or electronically) of the current Statement of Investment Policy and Procedures. A fee may apply.

Your Account

Your contributions, and your employer's contributions allocated to the defined contribution component of the Plan, are credited to your individual account.

Your account is credited regularly with investment earnings. This is the net rate of return earned by the Pension Plan's investments.

Plan operating expenses are charged to your account. This monthly amount is reviewed annually by the Trustees and may be adjusted as appropriate.

Your annual pension statement shows investment earnings and plan operating expenses separately.

Membership & Contributions

Your eligibility for membership in this Pension Plan, the contributions required from you, and the contributions required from your employer are determined by the collective agreement between **UNITE HERE Local 75** and your **Employer**.

You are no longer allowed to contribute to any registered pension plan after the end of the year you reach age 71, regardless of whether you are still working.

Vesting

"Vested" means that you are entitled to receive both the employer and employee pension contributions allocated to your account. "Not Vested" means you are entitled to receive only your own employee pension contributions.

If your membership in this Pension Plan ends on or after July 1st, 2012, your total account balance is vested immediately, regardless of how long you have been a member of the Plan.

If your membership in this Pension Plan ended prior to July 1st, 2012, your total account balance is vested after two years of continuous Pension Plan membership. Otherwise, your account balance is not vested.

Your Retirement Date

Your normal retirement date under this Plan is the first day of the month coinciding with or immediately following your 65th birthday. You may retire early any time after you have reached age 55 and stopped working. You must receive your pension benefit from this Pension Plan no later than the end of the year in which your 71st birthday occurs.

Your Pension Beneficiary

Your beneficiary is the person who you want to receive your pension death benefit.

If you have a spouse, he/she is automatically your pension beneficiary by law, unless he/she has waived this entitlement in writing on the prescribed form.

If you wish to name a pension beneficiary other than your spouse, your spouse must complete the Financial Services Regulatory Authority of Ontario Form 4 "Waiver of Pre-retirement Death Benefit". No other form is acceptable for this purpose.

If there is more than one person who may consider himself or herself to be your spouse, you should consider obtaining independent legal advice before designating your pension beneficiary.

If you do not have a spouse, or your spouse has waived his/her entitlement, the pension beneficiary you have named on your UNITE HERE "Enrollment and Beneficiary Designation Form" will receive your pension death benefit.

If you do not have a spouse and you have not named a pension beneficiary, your pension death benefit will be paid to your Estate.

Please remember:

- If you name someone under the age of 18 to be your pension beneficiary, you must also name an adult trustee to receive payment on behalf of any person under age 18.
- Review, and if necessary update, your beneficiary designation if your marital status or family situation changes. You can change your beneficiary at any time by completing, dating and signing a new "Enrollment and Beneficiary Designation" form and sending it to Soben.
- Neither Soben nor the UNITE HERE Pension Plan checks or assumes any responsibility for the validity of your beneficiary designation.

Prior plan

Some members have pension benefits under a prior defined benefit component of this Plan. This prior plan was in effect until December 31st, 1987.

Please check your statement to see if you have any benefits under this prior plan.

If you terminated your Plan membership prior to July 1st, 2012, your pension earned under this prior plan is vested after age 45 and 10 years of service. Otherwise, it is vested immediately.

The normal form of payment under the prior plan is a monthly pension commencing on your normal retirement date and payable for as long as you live. These payments are guaranteed for at least 120 months. Other pension options will be offered at the time of retirement. These optional forms of pension will be the actuarial equivalent of the normal form of monthly pension up to age 71. You must begin receiving this pension no later than the year in which you turn age 71.

Plan Funding

On the last two actuarial valuations of the prior plan (as at December 31st, 2015 and December 31st, 2018) the prior plan had no solvency deficiency and the Plan's "transfer ratio" was greater than 1.0. This means there are no restrictions on making benefit payments out of the prior plan.

Any deficit in the prior plan may be funded by either employer contributions allocated to the prior plan or by a reduction in accrued benefits.

Privacy

Soben collects personal information about you on behalf of the UNITE HERE Pension Plan and the UNITE HERE Health and Welfare Plan and their service providers.

The information collected is needed to properly administer the Plans and to comply with applicable laws. These tasks may include:

- Enrolling you in the Plans;
- Calculating your pension benefit;
- Communicating with you about your pension or benefits;
- Protecting you and the Plans from fraud and error;
- Verifying and auditing your pension benefit, eligibility and contributions;
- Actuarial activities, such as determining the cost of accrued, future or proposed benefits;
- Preparing tax slips and regulatory reports;
- Preparing actuarial valuation reports.

Soben may exchange personal information about you with respect to your pension benefit with other service providers working for the Plan. Personal information about you will only be disclosed to outside parties with your permission, or as required by law.

Please contact Soben if you wish to see the information the Plan has on file about you, or if you have any privacy concerns.

YOUR PENSION BENEFITS

How to Claim Your Pension Benefits

You are entitled to claim pension benefits upon retirement or termination of your Pension Plan membership. Your membership in this Pension Plan terminates when no employer is required to contribute to this Pension Plan for you under the terms of a collective agreement. At that time, please complete an "Application for Pension Benefits" and return it to Soben as soon as possible. **Please remember, it is your responsibility to apply for your pension benefit.** In the event of your death, your spouse or beneficiary may apply for your pension death benefit.

After you send your completed application to Soben, you will receive a package explaining the pension benefits and options available to you at that time. **You will not receive this package until you complete and send an "Application for Pension Benefits" to Soben.**

This application form can be obtained from your employer, directly from Soben, or online at www.UniteHereBenefits.ca.

Your Pension Benefits at Termination of Plan Membership or Retirement

If you are not vested:

Your pension benefit is not vested if you have been a member of this Pension Plan for less than two years and your Plan membership terminated prior to July 1st, 2012.

You will be entitled to a refund of your own contribution plus investment earnings. If you wish, you may instead transfer this amount into:

- your Registered Retirement Savings Plan (RRSP),
- your Registered Retirement Income Fund (RRIF),
- the Registered Pension Plan of your new employer, if that plan accepts such transfers.

If you are vested:

Your pension benefit is vested and locked in if you have been a member of this Pension Plan for more than two years, **or** if your Plan membership terminated on or after July 1st, 2012.

You may transfer your total account balance into:

- your Locked-in Registered Retirement Savings Plan or Locked-in Retirement Account (LIRA),
- your Life Income Fund (LIF),
- the Registered Pension Plan of your new employer, if that plan accepts such transfers.

If your pension benefit is locked in, you must use it to provide you with a periodic income after you retire.

Depending on your age and account balance, you **may** also be entitled to choose a cash refund of your locked in account balance in accordance with the *Ontario Pension Benefits Act*. The formula to determine whether your Pension benefit is locked in is set by the provincial government.

Pension Death Benefit

If you die while you are a member of the Pension Plan, your spouse, designated beneficiary or estate will receive your pension death benefit. The amount of this benefit is the same as if you had terminated your Pension Plan membership.

PLANNING FOR YOUR RETIREMENT

Planning for your retirement is important. Your benefits from this Pension Plan should be only one part of your retirement plan.

For further information on retirement planning and retirement benefits, you can visit:

A Guide to Understanding Your Pension Plan

www.fsrao.ca/consumers/pensions/guide-understanding-your-pension-plan

Canada Pension Plan

www.canada.ca/en/services/benefits/publicpensions/cpp.html

Old Age Security

www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security.html

Retirement Planning

www.canada.ca/en/financial-consumer-agency/services/retirement-planning.html

Canada Retirement Income Calculator

www.canada.ca/en/services/benefits/publicpensions/cpp/retirement-income-calculator.html

The UNITE HERE Pension Plan has no control over the content of external websites.

You should consult an independent, qualified financial advisor before making any retirement planning or financial decisions.

IMPORTANT NOTICE

The Board of Trustees of the UNITE HERE Pension Plan has the right to amend or to wind up this Pension Plan.

This booklet has been prepared to provide you with a basic understanding of your Pension Plan. The benefits described in this booklet are subject to all the terms and conditions of the UNITE HERE Pension Plan and all applicable legislation.

All Pension Plan assets must be used for the benefit of plan members, both on an ongoing basis and on plan wind up.

These benefits are not guaranteed by the Ontario Pension Benefits Guarantee Fund. If, on wind up of the plan, plan assets are not sufficient to meet plan liabilities, pension benefits may be reduced.

The UNITE HERE Pension Plan's Ontario registration number is 0481838.

For Pension Service Contact:

**SOBEN MANAGEMENT LTD.
150 Consumers Road, Suite 302
Toronto, Ontario M2J 1P9**

Telephone: 416-498-8338

Fax: 416-498-4591

Toll Free: 1-888-887-6879

Email: benefits@soben.ca

www.UniteHereBenefits.ca

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