

Member Handbook



Always a LAPP Ahead

Member information

Keep track of your LAPP member information by recording it in your Member Handbook.

Member Identifier

You can find this number on your welcome letter, *Pension Highlights* statement or by calling LAPP.

Member Identifier: _____

Your LAPP.ca Pension Profile Login Information

Login Name: _____

Password: _____

Table of Contents

- Welcome! 5
- Your Plan has value 5
- Governance of LAPP..... 6
- Services provided to members 7
- Membership..... 8
- How much do you contribute? 9
- What is your pension benefit? 9
- How can you increase your pension benefit? 11
- Leaving the Plan 14
- When can you retire?..... 16
- How is your pension calculated?..... 16
- Cost-of-living adjustments (COLA).....17
- Difference between pension partner and beneficiary.....17
- What are your pension options?..... 18
- Pension partner protection 19
- Working while receiving your pension 20
- Disability pensions..... 21
- Death before retirement..... 21
- Relationship breakdown..... 22
- Glossary 23
- Contact Us 27

Using this handbook

This handbook provides a brief overview of your choices and benefits, as well as other information about the Plan. Please read it carefully so you can take full advantage of your **membership** in the Plan.

- Words appearing in **purple** are defined in the Glossary on page 23.



When there is important information to note or a reminder, we use this symbol.



When there is time-sensitive Plan information, this symbol will appear.



To direct you to more information on the website, this symbol will appear.

Note: This handbook provides general information only. Should anything in this handbook conflict with the governing legislation, the legislation will apply.



Welcome!

The Local Authorities Pension Plan (LAPP) was established in 1962 for employees of local authorities in Alberta. The employers include organizations from the health care sector, cities, towns, villages, municipal districts, colleges, school boards and other public sector organizations.

LAPP is a defined benefit (DB) pension plan, which means that as a member of LAPP you will receive a set pension based on your **pensionable salary** and years of **pensionable service**, not how much you and your employer have contributed or the returns on the pension investment. LAPP is financed by member and employer contributions and by investment earnings.

This type of pension plan has many advantages for members. It enables you to plan for your retirement because you can estimate your future pension income. The Plan provides you with a specified lifetime income regardless of market conditions and how long you live.

LAPP is an important part of your overall retirement savings. Even if you are many years away from retiring, there may be choices available to you now that can enhance your future benefit.

Your Plan has value

LAPP is a great pension plan with terrific value for members.

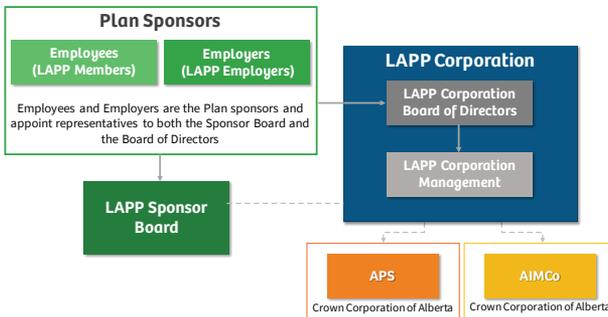
So how does your Plan have value? We can truly count the ways that you are Always a LAPP Ahead!

1. A LAPP pension is a pension for life
2. A LAPP pension is predictable
3. Your employer contributes 1% more than you
4. Your pension grows each year to protect against inflation
5. You can choose to retire early
6. Your pension is stable and secure

Governance of LAPP

LAPP is a jointly-sponsored pension plan. The Plan sponsors are both the employees (LAPP members) and the employers (LAPP employers) who pay into the Plan. The sponsor groups appoint representatives to the Sponsor Board, which is responsible for making important decisions about your pension, like benefits, eligibility rules and contributions.

LAPP Corporation is the administrator and trustee of the Plan. The Corporation is run by a small management group, which is overseen by a Board of Directors. The directors are appointed by the same sponsor groups that appoint the Sponsor Board. The role of the Corporation is to ensure that pensions are paid to members. This is achieved by providing strategic guidance for the Plan, managing risk and ensuring the long-term sustainability of LAPP. The Corporation is responsible for overseeing the work of our key service providers who administer the pension benefit and invest the LAPP fund.



Our key service providers

Services related to pension benefit administration and investment management are provided by two Alberta Crown corporations:

Alberta Pensions Services Corporation (APS) provides pension benefit administration services on behalf of the Boards.

Alberta Investment Management Corporation (AIMCo) invests the LAPP fund according to direction from the Boards.



Services provided to members

We want you to understand how your pension works, whether you are a new member, a mid-career member or a soon-to-be retired member.

If you have questions about the Plan, contact the Member Services Centre. If you have your member identifier on-hand, please have it ready when you call. This can be found on your welcome letter or annual *Pension Highlights* statement.



Member Services Centre

LAPP c/o Alberta Pensions Services Corporation
5103 Windermere Blvd. SW Edmonton, AB T6W 0S9

Phone: 1-877-649-5277

Email for general inquiries: memberservices@lapp.ca

Website and publications

Publications available to members can be found under the Your LAPP Library section of the LAPP website (LAPP.ca). The publications include annual reports, member newsletters and the most recent version of the Member Handbook. As a member, you will receive an annual statement, called *Pension Highlights*, summarizing your pension contributions, **pensionable service** and **pensionable salary**.

Your Pension Profile

Everything you need to know about your pension is on the LAPP.ca website. While you are there, you can log in to the secure section of the site.

In this area, you can view and update your personal information and access the Secure Messages feature to submit requests for information/services or submit documents. Registration is quick and easy, and all active, deferred and retired members are eligible to register.

To register, go to LAPP.ca and click on login on the top right.

Membership

The rules for whether or not you participate in LAPP are based on regularly-scheduled hours of work.

If you are a full-time continuous employee (regularly scheduled to work at least 30 hours per week with one employer), you automatically become a member of the Plan as soon as you start your employment, unless your employer delays your entry into the Plan for up to one year during a probationary period.

Hours Worked	Participation in LAPP
30 hours per week (1560 hours per year) or more under one employer in a continuous position	You are automatically a LAPP member.
30 hours per week (1560 hours per year) or more under one employer in a non-continuous position 14 hours per week (728 hours per year) or more, but less than 30 hours under one employer	Membership in LAPP is set by your employer's policy.
Less than 14 hours per week under one employer	You are not able to be a member of LAPP.

All the contracts you have with one LAPP employer **are counted together** to determine if you have to participate, or have the option to participate, in LAPP.



Find out more at LAPP.ca/PartTime



How much do you contribute?

Your contributions to LAPP are based on a percentage of your **pensionable salary** and are made through payroll deductions. Your employer's contribution rate is 1% more than yours. Both your contributions and your employer's contributions go directly to the LAPP fund. The fund is invested by LAPP's investment manager, AIMCo. The Board of Trustees sets benchmarks and policies to guide these investments.



Find out more at [LAPP.ca/Contributions](https://lapp.ca/Contributions)

Income tax

For every year that you are active in LAPP, your employer will report a Pension Adjustment (PA). The PA represents the value allocated by the Canada Revenue Agency (CRA) to the increase in your LAPP benefit entitlement and will reduce your **Registered Retirement Savings Plan (RRSP)** contribution room. When the CRA reviews your tax return, it will consider this PA in determining the amount of RRSP contribution room that will be available to you for the following year.

What is your pension benefit?

Your pension is based on a **formula** that looks at your pensionable salary and your years of **pensionable service**, not how much you have paid into the Plan. The longer you are contributing to the Plan and the higher your salary gets, the larger your pension will be.

Pensionable service refers to the number of years you contribute to the Plan, plus:

- any service you have transferred into the Plan, or
- prior service or periods of leave you have purchased.

For members who work part-time, pensionable service is based on the hours worked in that year (ignoring anything that is considered overtime), divided by the regular full-time hours for that position.

The maximum amount of **pensionable service** a member can earn in LAPP is 35 years. However, your **pensionable salary** for all years after you reach 35 years of pensionable service will be considered towards the calculation of your highest five consecutive years of salary (highest average salary).

You are **vested** in the Plan after being a contributing member for two years. Typically, you are vested after your first two calendar years in LAPP. It is also possible to be vested before that if you are able to transfer eligible service from another plan or buy back eligible service that you worked prior to contributing to LAPP.

If you are contributing to the Plan on or after your 65th birthday, you are automatically vested even without two years qualifying service.

LAPP benefit

The LAPP pension formula looks like this:

Salary up to the YMPE × 1.4% × Service = \$ _____

PLUS

Salary over the YMPE × 2% × Service = \$ _____

- The **Year's Maximum Pensionable Earnings (YMPE)** is a figure, set each year by the Canadian government, that specifies the earnings amount that can be used in calculating contributions to the Canada Pension Plan (CPP) and can be used in calculating contributions to registered pension plans, such as LAPP, for each year.
- The salary used in the calculation of your LAPP pension cannot exceed the salary cap, which is the maximum salary set by the Plan rules, in order to ensure your benefit does not exceed the *Income Tax Act* defined benefit limit.



How can you increase your pension benefit?

You may be able to increase your future benefit by increasing your length of **pensionable service** through the following methods:



Note: The word “service” refers to “pensionable service” throughout this handbook.

1. Buying prior service

You may increase your future benefit by purchasing prior service. Your employer’s human resources staff will be able to tell you which types of employment are eligible. Examples could include:

- probationary service
- previous employment with your current employer
- previous employment with another employer who participates in LAPP

Visit the Buyback Estimator at [LAPP.ca/BuybackEstimator](https://lapp.ca/BuybackEstimator) to calculate an estimate of the cost to purchase your prior service. You can apply to purchase a period of prior service through your employer’s human resources office.



If you were a member of another pension plan before joining us, the service you earned in that plan may be transferable into LAPP. LAPP has transfer agreements with a number of public sector pension plans throughout Canada. Visit [LAPP.ca/TransfersInto](https://lapp.ca/TransfersInto) for a list of the pension plans that LAPP has transfer agreements with.

Your contributions for prior service are tax deductible within the maximum limits set under tax rules.

2. Transferring in service from another pension plan



Find out more at [LAPP.ca/ChangesInYourLife](https://lapp.ca/ChangesInYourLife)

All pension plans are “priced” differently. The benefit you earned in your previous plan might not match the cost of buying the same amount of service in LAPP. If your previous plan benefit cost at least as much as the LAPP benefit, you will not have to pay anything else, and the full amount of service will be credited to LAPP.

- If you have service with another pension plan that does not have a **transfer agreement** with LAPP, please see the Buying Prior Service Explained section of the [LAPP.ca](https://lapp.ca) website for more information on buying all or a part of that service as prior service under LAPP.



Find out more at [LAPP.ca/BuyingPriorService](https://lapp.ca/BuyingPriorService)



3. Leaves of absence

If you take a leave without salary, you may add that period of leave to your **pensionable service**. You have the option of either making pension contributions while on leave without salary, or waiting until you return to work to purchase that leave.

Members can purchase up to five years of any kind of leave, and up to three years of parental leave. Additional years of parental leave can be taken against the five year amount.

For the first year of leave that you purchase, your employer pays the employer share of contributions. After the first year of purchased leave, you are responsible for paying both the member and employer share of contributions.

If your employer notifies LAPP that you have a leave of absence that can be purchased, you will be sent a *Buyback Proposal*. This *Buyback Proposal* will inform you of what you need to know to purchase the gap in your service. You must elect to purchase your leave of absence by the earlier of 90 days from the date you are sent your *Buyback Proposal* or December 31st of the year following your return to work. The election due date shown on your *Buyback Proposal* will be set based on these limits. Payment(s) must be made based on the schedule shown on your *Buyback Proposal*.



If you do not return to work at the end of your leave, or if you change to a non-participating position, you must apply to purchase the leave period within 30 days of the day you stop participating in LAPP.

Leaving the Plan

You have choices for your LAPP benefit if you stop participating in LAPP with a break in service, whether due to a career change or moving to a job that does not include LAPP **membership**.

As a pension benefit may be a major source of your retirement income, you should carefully consider each of the following options before making your decision. Once you qualify for a LAPP pension, it could be your biggest financial asset and your largest source of retirement income. You may want a financial advisor to help you make your decisions.

Leaving with fewer than two years of LAPP membership or pensionable service



If you have fewer than two years of LAPP membership or pensionable service, you are not eligible to receive a pension.

You can do any one of the following:

- **Leave your contributions with interest in LAPP** to allow you to add to your existing service if you later rejoin LAPP;
- **Transfer your pension benefit to another pension plan** under a transfer agreement;
- **Withdraw your member contributions and interest** as a taxable cash payment; or
- **Transfer your member contributions and interest** to your RRSP with no taxes withheld.

If you leave your LAPP employer or move to a non-participating position with no break in service, you will automatically receive a *Termination Statement*. You will be asked to make an election within 90 days of the date of your *Termination Statement*. If we have not received your choice within this timeframe, your member contributions with interest (with income tax withheld) will automatically be sent to you as a taxable cash payout.



Leaving with two or more years of LAPP membership or pensionable service

With two years of LAPP **membership** or **pensionable service** (or if you are at least 65 years old and a member of LAPP), you are considered **vested**. This means you are eligible to receive a lifetime LAPP pension at retirement.

If you are under 55 when you leave the Plan, your options are:

- **Leave your pension benefit with LAPP;**
 - When you turn 55, you will be eligible to receive a pension for the rest of your life, or if you rejoin LAPP, your new service will be added to your previous service.
- **Transfer your pension benefit to another pension plan** under a **transfer agreement**; or
- **Transfer your pension as a lump sum to a Locked-In Retirement Account (LIRA)**, and have any non-locked funds:
 - transferred to your RRSP; or
 - paid as a taxable cash lump sum payment.

If you are over age 55 when you leave the Plan, your options are:

- **Start your pension at a later date;**
 - You must start your pension by December 31st of the year in which you turn 71.
- **Start an immediate LAPP pension**;** or
- **Transfer your pension benefit to another pension plan** under a transfer agreement.***

If the pension earned on your LAPP service is lower than a minimum amount established under LAPP rules, you will be offered an opportunity to have the value of the pension paid as a single payment. This amount can be paid directly to you as a taxable cash payment, or it can be tax sheltered and transferred to an **RRSP**.

*** If you choose to receive your pension before you turn 65, or before your age and years of service add up to 85, your pension will be reduced. (See Reduced Pension on page 16.)*

**** You are not able to transfer service out of LAPP if you are already entitled to receive an unreduced pension benefit in LAPP.*

When can you retire?

Unreduced pension

The earliest a LAPP member can retire is your 55th birthday; the latest a LAPP member can retire is December 31st of the year of you turn 71.



If you retire between ages 55 and 65, your LAPP pension may be reduced.

To retire with an unreduced pension, you must be at least 65 years of age, or your age plus your years of **pensionable service** must equal at least 85 (we refer to this as having 85 points).

For example, if you are age 55 with 30 years of service, you are eligible to retire with an unreduced pension (age 55 + 30 years of service = 85 points). The same would apply if you are age 56 with 29 years of service, age 57 with 28 years of service, and so on.

Reduced pension

If you retire early—at any age between 55 and 65—with fewer than 85 points, your pension will be reduced by 3% per year for each year you are short of age 65, or 85 points, whichever is less. The maximum pension reduction is 30%. The reduction will be prorated for partial years.



Find out more at [LAPP.ca/PensionCalculation](https://lapp.ca/PensionCalculation)

How is your pension calculated?

LAPP is a defined benefit pension plan. Your pension is calculated based on a formula that looks at your length of **pensionable service** and the average of your highest five consecutive years of **pensionable salary** up to the salary cap. The longer you are contributing to the Plan and the higher your salary gets, the larger your pension will be. You can find examples of this calculation on the website.

Use the Pension Projection Tool to estimate your future pension benefit by logging into Your Pension Profile at [LAPP.ca](https://lapp.ca).



Cost-of-living adjustments (COLA)

A significant benefit of your Plan is that your pension is protected against inflation. Every year your pension will increase at a rate of 60% of the change in the Alberta Consumer Price Index (ACPI).

COLA increases are calculated by taking the average of the ACPI during a 12-month period (November to October), and comparing it to the immediate previous year's 12-month average.



Note: The ACPI is a weighted average of the cost of a basket of goods and services that are normally purchased by Alberta households. This includes things such as clothing, food, housing, gasoline, health and personal care, recreation, and education.

Difference between pension partner and beneficiary

Your **pension partner** is automatically the recipient of your LAPP survivor benefit. Your pension partner can be your legally married spouse or common-law partner once you have been living together for three consecutive years. This period can be shortened if you have a child, either by birth or adoption, of that relationship.

A pension partner may waive their rights to the lifetime survivor benefit before or at time of retirement by signing a **Pension Partner Waiver**. Once a pension is in pay, your pension partner cannot decide to waive his or her rights to a survivor benefit.

If you pass away without a pension partner, or if your pension partner has waived his or her rights to the survivor benefit, your **beneficiaries** are the persons you name who may receive pension payments, depending on the pension option you have chosen, for the remainder of a guaranteed term if you die after retirement. You can name people or charitable organizations as your beneficiaries. If you have not named a beneficiary, your estate is your beneficiary.

What are your pension options?

When you retire, you can choose from a selection of pension options. Any pension option you choose will pay you an income for your lifetime. There is no “best” pension option. These choices are given so you can pick the one that works best for you. From the perspective of the Plan, they are all expected to pay out the same amount of money.

The options you can choose from depend on whether you have a **pension partner** when you retire.

Pension options if you have a pension partner (Joint Lifetime options)

If you have a pension partner when you retire, you must choose a pension that continues to pay for as long as either of you is alive. If you pass away first, your pension partner will continue to receive a lifetime pension.

If you would like to choose a pension option that pays for your lifetime only, your pension partner can choose to sign a **Pension Partner Waiver**, giving up the right to a survivor pension.

Pension Option Name	Member Pension Payment Duration	Survivor Pension Duration	Reduction on Death of Member or Pension Partner	Guaranteed Term Benefit Paid to Chosen Beneficiaries*
Joint Lifetime Guaranteed at Least 5 Years	Lifetime	For survivor’s lifetime	No reduction	5 years from pension start date
Joint Lifetime Reduced by 1/3 Guaranteed at Least 5 Years	Lifetime	For survivor’s lifetime	Reduced by 1/3. Pension paid will be 2/3 of the original amount.	5 years from pension start date

* If both member and pension partner pass away



Pension options if you do not have a pension partner (Single Lifetime options)

The Single Lifetime pension options are paid to you for as long as you live. These options can only be chosen if you do not have a **pension partner** at retirement, or if your pension partner chooses to sign a **Pension Partner Waiver** and give up any right to a survivor benefit.

Pension Option Name	Member Pension Payment Duration	Guaranteed Term Benefit Paid to Chosen Beneficiaries on Death of Member
Single Lifetime	Lifetime	None
Single Lifetime Guaranteed At Least 5 Years	Lifetime	Guaranteed term is 5 years from pension start date
Single Lifetime Guaranteed At Least 10 Years	Lifetime	Guaranteed term is 10 years from pension start date
Single Lifetime Guaranteed At Least 15 Years	Lifetime	Guaranteed term is 15 years from pension start date

Pension partner protection

If you have a pension partner when you begin your pension, you must choose one of the Joint Lifetime options with your pension partner as your **nominee**. By doing this, your pension partner will be guaranteed a pension for life. It is important to understand who qualifies as a pension partner, and how he or she can waive his or her right to a survivor benefit.

Your pension partner can choose to sign a Pension Partner Waiver giving up their right that requires you to select a Joint Lifetime pension option, meaning your pension partner gives up his or her entitlement. If your pension partner signs the waiver, you can choose one of the Single Lifetime pension options.



Find out more at LAPP.ca/PeopleInYourLife

Working while receiving your pension

Some people find themselves returning to the workforce after they begin receiving their LAPP pension. If you are one of them, it is important to know that if you plan to work for a LAPP employer, you must experience a break in service between leaving your former job and starting your new one.

There is nothing to prevent you from getting paid for a job while you also receive pension payments. The amount of pension you receive will not change.

If you go back to work for any LAPP employer after starting your LAPP pension, you will not be an active member in the Plan. **You cannot be receiving a LAPP pension and contributing to the Plan at the same time.** Your prospective employer's human resources staff can help you if you have questions about how this might affect your take-home pay.

Additionally, there may be tax implications to working while receiving a pension.



Find out more at LAPP.ca/WorkingAfterRetirement



Disability pensions

If you are not able to continue to work because of a disability, you may qualify for a **long-term disability (LTD)** pension.



Find out more at [LAPP.ca/DisabilityPensions](https://lapp.ca/DisabilityPensions)

Death before retirement

If you die before you are **vested**, your **pension partner** will receive a one-time payment of your member contributions and interest. If you do not have a pension partner, or if that person has waived their right to a benefit if you pass away before retirement, your **beneficiary** will receive the one-time payment of your member contributions and interest.

If you die after you are vested, your pension partner can choose either a monthly pension for life or a one-time payment based on the **commuted value** of the pension. A one-time payment must be transferred to your pension partner's **LIRA**. If you do not have a pension partner, or if that person has waived their right to a benefit if you pass away before retirement, then your beneficiaries will receive a one-time payment. This one-time payment cannot be transferred to a LIRA, and must be taken as a cash payment (with income tax withheld).



It is your pension partner's right to be paid a lifetime pension benefit if you die. However your pension partner can sign a Pension Partner Waiver to waive the right to the death benefit paid to him or her if you die before you retire.

If your pension partner completes the waiver and you die before retirement, your benefit will be paid to your designated beneficiaries.

Only the pension partner can revoke the waiver and it must be received before you die. The revocation of the waiver must be made in writing and must fully describe the document that is to be revoked.

Relationship breakdown



If you experience a relationship breakdown, your pension benefit may be subject to division and distribution between you and your ex-spouse or ex-common-law partner.

Legislation permits pension division if you go through a divorce or separation from your married spouse, or separate from your common-law **pension partner***.

For a pension benefit to be divided and distributed, a **Spousal Pension Division Instruction** document must be filed with LAPP. You should review this handbook's glossary definitions for Spousal Pension Division Instruction and Pension Partner and consult your legal counsel about obtaining and filing such a document to divide and distribute your pension benefits.

The regulations governing LAPP allow for the division and distribution of a member's pension benefit by making a one-time payment to the non-member ex-pension partner without having to wait for the member to become eligible for a pension benefit. If you are a LAPP member going through a relationship breakdown, your legal counsel should take these regulations into account when working on your settlement.

**Common-law spouses must meet the definition of a Pension Partner to be eligible for a pension division.*



Find out more at [LAPP.ca/RelationshipBreakdown](https://lapp.ca/RelationshipBreakdown)



Glossary

Average Year's Maximum Pensionable Earnings (Average YMPE)

The average YMPE is determined by averaging the YMPE of the coinciding years of your highest average salary. Your employer or LAPP can tell you the amount of the current or past years' YMPEs.

Beneficiary

The person(s) you designate to receive a benefit if:

- you die before retirement and the benefit is not going to a pension partner; or
- you die before the end of the guaranteed period.

This is only applicable if:

- you chose one of the Single Lifetime Guaranteed Term options; or
- you chose one of the Joint Lifetime options and both you and your pension partner die within the guaranteed period.

A beneficiary can be an individual or a charitable organization. If you do not name a beneficiary and you do not have a pension partner or your pension partner signs a Pension Partner Waiver, waiving his or her rights to the survivor benefit, your estate is your beneficiary.

Commuted Value

The actuarial present value of an accrued benefit, determined using actuarial assumptions and methods recommended by the Canadian Institute of Actuaries. This represents the amount of money that must be set aside by LAPP today, based on LAPP's current economic and demographic assumptions, to pay for that member's future pension.

Locked-In Retirement Account (LIRA)

A special type of RRSP designed specifically to hold locked-in pension funds. Alberta public sector pension plans, like LAPP, are not subject to the Employment Pension Plans Act (EPPA) however, once locked money is transferred out of LAPP it must be locked-in under the rules of the EPPA. Most financial Institutions offer LIRAs; however, APS will only send the locked-in funds to a financial institution that appears as a LIRA provider on Alberta's Superintendent's List of Financial Institutions Offering Locked-In Pension Products.

Long-Term Disability (LTD) Plan

An income replacement plan sponsored by an employer for its employees that will pay you a portion of your pre-disability salary while you are off work. Where the LTD plan is filed with APS, the period of LTD coverage is considered mandatory service for pension purposes.

Membership

The period of time, in calendar days, between the commencement of contributions with an employer under LAPP, and termination of participation in LAPP.

Nominee (usually your Pension Partner)

The person you name to receive your Joint Lifetime pension if you die first. If you have a pension partner on the commencement date of your pension, the nominee must be your pension partner unless they sign a Pension Partner Waiver sent with the Retirement Benefit Statement. The nominee must be a valid nominee under the *Income Tax Act* (e.g. a spouse, ex-spouse or ex-common-law partner).



Pension Partner

A “pension partner” means:

- 1.** a person who, at the relevant time, was married to a participant or former participant and had not been living separate and apart from him or her for 3 or more consecutive years, or
- 2.** if there is no person to whom subclause (i) applies, a person who, as at and up to the relevant time, had lived with the participant or former participant in a conjugal relationship
 - a.** for a continuous period of at least 3 years, or
 - b.** of some permanence, if there is a child of the relationship by birth or adoption.

Pensionable Salary

Basic pay for the performance of regular duties. Salary may also include pay for shift work, weekends, acting pay, and the provision of an automobile for personal use if

- the employer treats it as pensionable salary under the employer’s salary policy, and
- if it is paid on a uniform and consistent basis.

Variable pay is also pensionable to certain limits. Salary does not include earnings such as expense allowances or overtime payments. The salary used in the calculation of your LAPP benefit entitlement will be subject to any limits set out under tax rules.

Pensionable Service

Your years of service during which you contribute to the pension plan, plus service recognized from a transfer or purchase of prior service or a leave of absence. The maximum pensionable service limit in LAPP is 35 years.

Pension Partner Waiver

A pension partner may waive his/her right to a lifetime pension by completing the Pension Partner Waiver of Pre-Pension Commencement of Death Benefit form (Pension Partner Waiver). This allows the pension to be paid to the beneficiary on file with APS instead of to the pension partner. This waiver can be completed by the pension partner any time before pension commencement, but it may only be revoked by the pension partner prior to the member’s death.

Registered Retirement Savings Plan (RRSP)

A type of tax-deferred investment that is set up to hold and invest your savings until you retire. Most can be withdrawn at any time, but you will be taxed on the amount withdrawn.

Spousal Pension Division Instruction

Under LAPP, this includes a Family or Matrimonial Property Order (MPO) or similar court order or separation agreement enforceable in Alberta, made at the time of or after divorce or common-law relationship breakdown, which divides assets (usually those acquired during the marriage or common-law relationship) between the spouses or ex-spouses.

Transfer Agreement

An agreement negotiated with another pension plan that allows members to transfer their service when they move between plans.

Vested

A term used by pension plans that means you are eligible to receive a monthly pension. Members of LAPP are vested after two years of LAPP membership, two years of pensionable service, or immediately if you are active in LAPP at age 65 or later.

Year's Maximum Pensionable Earnings (YMPE)

A figure set each year by the Canadian government that specifies the earnings amount that can be used in calculating contributions to the Canada Pension Plan (CPP), and used in calculating contributions to registered pension plans, such as LAPP, for each year.



Contact Us

Many ways to contact us or get information

LAPP.ca

Go online to find everything you need to know about LAPP

Member Services Centre

Phone (toll-free): 1-877-649-5277

Fax: 780-421-1652

Secure Messages: Submit requests for information/services or submit pension documents using Secure Messages by logging into Your Pension Profile at [LAPP.ca](https://lapp.ca).

Email for general inquiries: memberservices@lapp.ca

Mailing Address:

LAPP c/o Alberta Pensions Services Corporation (APS)
5103 Windermere Blvd. SW
Edmonton, AB T6W 0S9

Your Pension Profile

After registering/logging in to Your Pension Profile at [LAPP.ca](https://lapp.ca), you can manage your personal information, view your pensionable service and salary, view your electronic annual statements, contact us through Secure Messages, run pension calculations, and more.

Management of the Plan

LAPP Corporation

Corporate Office

P.O. Box 1315
Edmonton, AB T5J 2M8

Find out more at LAPP.ca