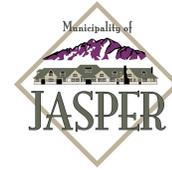


Policy Title: LOCAL AUTHORITIES PENSION PLAN

Policy #: E-007



ADMINISTRATIVE PROCEDURES

Effective Date: January 22, 2019

Date adopted by Chief Administration Officer: January 22, 2019

The procedures below should be followed in accordance with the Alberta Pensions Services Corporation regulatory framework.

DEFINITIONS

- "LAPP" means the Local Authorities Pension Plan;
- "Full-time continuous employee" is deemed to be one who works 37.50 or 40 hours per week, is hired on a continuous basis and whose employment has no pre-determined end date other than normal retirement;
- "Part-time continuous employee" is deemed to be one who works a minimum of fourteen (14) hours per week, is hired on a continuous basis and whose employment has no pre-determined end date other than normal retirement; and
- "Term employee" is an employee whose employment has a pre-determined end date other than normal retirement.

ELIGIBILITY

Mandatory Participation

- Full Time Continuous Employees must join the LAPP.
- Part Time Continuous Employees working thirty (30) or more hours a week must join the LAPP.
- Employees whose participation is mandatory must enroll not sooner than the end of the probation period and not later than one year from commencement of employment.

Optional Participation

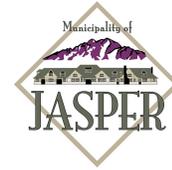
- Part Time Continuous Employees who work a minimum of fourteen (14) but fewer than thirty (30) hours per week may join the LAPP.
- Employees whose participation is optional may enroll not sooner than the end of the probation period.
- Term employees cannot join the LAPP.

CONTRIBUTION

The Municipality shall contribute to the LAPP on behalf of eligible employees as per the contribution rates established annually by the Local Authorities Pension Plan.

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PENSIONABLE SERVICE

- The full time equivalent base is 1950 or 2080 hours per annum for 1.0000 year of service.
- The part time equivalent base is prorated, i.e. 30 hours/week is 1560 hours per annum for .8000 year of service.

SALARY

Pensionable earnings are:

- ✓ Regular earnings
- ✓ Vacation earnings
- ✓ General Holiday pay earnings

Pensionable earnings do not include:

- × Shift differentials
- × Overtime or banked overtime paid
- × Vacation paid out as a lump sum
- × Additional hours worked paid out as a lump sum

LEAVE WITHOUT SALARY

- Members may continue paying contributions while on leave without salary (contributory) or defer payments until the leave ends (non-contributory).