

Your Retirement Plan

Policy # 76886 - Enrolment Guide



Wilbur-Ellis Company of Canada Ltd.

All Full Time Employees



WILBUR-ELLIS

Welcome to your group retirement and savings plan!

Congratulations! You can now join your group retirement and savings plan. Wilbur-Ellis Company of Canada Ltd. set up this group plan to help you get ready for your future. It's a great addition to your benefits package and opens the door to reaching your financial goals.

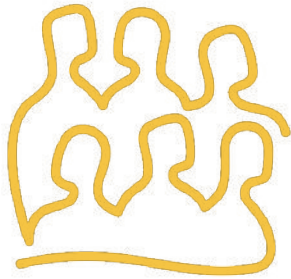
When it comes to planning and saving for your future, the earlier you start, the easier it can be. Think of this guide as your helpful friend, here to help you make decisions that are in line with your needs today – and tomorrow.

Let's get started! Follow the steps on the inside cover of this guide. This is your future. Go make it happen.

Want to dive right in?

If you have already registered for your Health and Dental member site, you should be able to see your retirement plan information the first time you log in after July 1st. If you have not registered, go to mycanadalifeatwork.com, and register.





What's in it for you? (A lot.)

You're busy living life and working hard for your money, so what can your money do for you? You can find out – and get the benefits both now and later by joining your group plan.



Pay yourself first. Payroll contributions are automatically invested in your group plan. It's easy because you don't have to do anything!



Tax benefits. Like immediate tax refunds? Contributions to your RRSP can be deposited into your group plan before income tax is calculated, so you pay less upfront tax. This means more money for you.



'Free money' from Wilbur-Ellis Company of Canada Ltd. Every time you make a contribution, so does Wilbur-Ellis Company of Canada Ltd. Not taking advantage of this perk is like having a cheque you don't bother cashing. Really.



Low fees. Group plan fees work kind of like a multi-deal at the grocery store – when you buy a lot of one thing, the unit cost is lower than if you only bought one. In a group plan, member contributions are pooled together and investments are bought in bulk – keeping fees low so your money can grow. Buying power – it's your group plan's superpower.



Combine your savings. Low fees and the beauty of compounding (when the money your investments earn gets reinvested to grow even more!) shouldn't be limited to money in your group plan. Transfer your other savings to your group plan so they can benefit, too! It's easier to keep an eye on your financial goals when everything is in one place.



Answers to your questions



Joining

When can you join?

After 12 months of employment.

What do I need to do to join?

Nothing, you will be automatically enrolled. If you wish to opt you you must let the Wilbur-Ellis HR team know prior to your enrollment date.



Contributing

How much can you contribute?

You must make a regular contributions up to 6% of your earnings (T4 earnings). You may make additional voluntary contributions.

How can you make additional contributions?

Through additional payroll contributions, by using online banking, by setting up pre-authorized debit or by mailing in a cheque.

What does your employer contribute?

Your employer matches 50% of your regular contribution up to a maximum of 3% of your earnings.

Can you transfer your other savings into the plan?

Yes. Call 1-800-724-3402 to find out how to do this or complete the transfer form found in this guide.

Contributing

What are my withdrawal rules?

No withdrawals allowed from your employer contributions or your regular contributions except for withdrawals for CRA's Home Buyers' or Lifelong Learning plans.



Investing

What happens if you don't make an investment choice?

Your contributions will be invested in the Fidelity ClearPath target date fund closest to your 65th birthday.



This is a summary of your group plan as of May-21-2024. Find the complete details in the official plan documents, which you can request from Wilbur-Ellis Company of Canada Ltd. In case of errors or conflict in wording with this section, the official plan documents will apply. You can also call us at 1-800-724-3402 for more information.

It's your responsibility to inform yourself about the plan and your rights under it, using tools provided both by your plan administrator and by Canada Life. You also have the right to request a paper statement of your account, a copy of your application for membership and any other documentation to which you are entitled to receive under the applicable legislation. Some of these rights are also available to your plan beneficiary or another claimant.



Get to know your investment options

How you invest your money is personal. It depends on your goals, your comfort with risk and how much you can save after you've met your everyday financial needs (you do, after all, have a life to live). Read on to better understand your investment options so you can make smart choices about your savings and put your plan into action.

You make all the investment decisions for your group plan.

You can choose from:

- Target date funds
- Target risk funds
- A variety of investment options

Your fund options

Target date funds

What year do you want to retire? That's all you need to know to choose a target date fund.

Why choose a target date fund?

- **Your investments automatically adjust.** They're more aggressive at first to grow your savings and become more conservative as you get closer to retirement to protect your savings.
- **Hands-off.** Once you've chosen your target date fund, you don't need to do anything else – unless things change.
- **Easy to start saving.** It doesn't take very much time to choose a target date fund and you don't need to be an investment expert.
- **A variety of investments.** Target date funds give you access to different asset classes, investment styles and investment managers – all within a single fund.

Target risk funds

It's this easy: 1. Find out your investment personality. 2. Match it to a target risk fund.
Investment decisions = done.

Why choose a target risk fund?

- **Hands-off.** Take the Investment personality questionnaire to find out your investment personality and then choose the target risk fund that matches.
- **Easy to start saving.** It doesn't take very much time to choose a target risk fund and you don't need to be an investment expert.
- **A variety of investments.** Your money is spread across different asset classes, investment styles and investment managers – all within a single fund.

Find the Investment personality questionnaire on page 14.

③ Choose your own investment options

It's the do-it-yourself approach to investing.

Why choose your own investment options?

- **Freedom.** Choose from a variety of investment options – whatever you want to match your savings goals.
- **Hands-on.** You monitor and change your investment options. You've got the power!
- **A variety of investments.** Helping you manage risk with as much variety as you want.

Take the Investment personality questionnaire on page 14. Look at the recommended asset mix for your investment personality to choose investment options that match your investment personality and savings goals.

Find your funds

For a full list of the funds you can choose, sign in to mycanadalifeatwork.com

More information about your group plan's investment options

Learn about fund performance and fees starting on page 20.

Sign in to mycanadalifeatwork.com with the Guest access ID and password found on the inside cover of this guide to check out the fund reports.

What happens if you don't make an investment choice?

Your money will be invested in your group plan's risk-adjusted target date default fund if you don't make any investment choices. The fund will be based on your age when you join the plan and Wilbur-Ellis Company of Canada Ltd. will decide the risk profile and normal retirement age. Stay in the driver's seat and take time to choose investment options that work for your specific savings goals.





Investment personality questionnaire

Want to find out how comfortable with risk you are? Let's take a look.

Your answers to these questions will identify your savings goals and investment personality. Then you'll know what to invest in.

Circle the corresponding point value for the answer that describes you the best. Add up your points for each section in the space provided.

Section one

Investment objectives

1. What is the intent of your portfolio? Please select the most appropriate one.

- | | POINTS |
|---|--------|
| a. To generate income for today | 0 |
| b. To generate income at a later date | 10 |
| c. To provide for my dependents (I do not anticipate using these funds) | 15 |
| d. To fund a large purchase in the future | 10 |

2. What is your major goal for your portfolio? Please select the most appropriate one.

- | | POINTS |
|---|--------|
| a. To ensure my portfolio remains secure | 2 |
| b. To see my portfolio grow and to avoid fluctuating returns | 5 |
| c. To balance growth and security, and to keep pace with inflation | 10 |
| d. To provide growth potential, and to accept some fluctuation in returns | 15 |
| e. To provide the sole objective of potential long-term growth | 20 |

Total points for section one

Section two

Personal information

3. Which of the following ranges includes your age?

	POINTS
a. Under 30	15
b. 30 to 39	15
c. 40 to 49	15
d. 50 to 59	10
e. 60 to 69	5
f. 70 to 79	3
g. Over 79	2

4. Which of the following ranges best represents your current annual family income (including pensions) before taxes?

	POINTS
a. Under \$30,000	4
b. \$30,000 to \$60,000	6
c. \$60,001 to \$90,000	8
d. \$90,001 to \$120,000	10
e. More than \$120,000	10

5. After deducting any loan or mortgage balances, which one of the following ranges best represents your immediate family's overall net worth?

	POINTS
a. Under \$30,000	2
b. \$30,000 to \$50,000	4
c. \$50,001 to \$100,000	6
d. \$100,001 to \$200,000	8
e. \$200,001 to \$300,000	10
f. More than \$300,000	10

Total points for section two

Section three

Investment horizons

Investors often have distinct phases in their investment plans. The initial phase is savings and growth. During this time an investor builds up a portfolio toward a future goal. The second phase is typically the use of funds, either for a specific purchase or for income.

6. When do you anticipate using these funds?

	POINTS
a. Immediately*	0
b. One to three years*	0
c. Four to five years	5
d. Six to 10 years	10
e. 11 to 15 years	15
f. 16 to 20 years	20
g. More than 20 years	20

7. At the time you need this money, when will you withdraw it?

	POINTS
a. All at once, in one lump sum*	3
b. Over a period of less than two years*	3
c. Over a period of two to five years	5
d. Over a period of six to nine years	8
e. Over a period of 10 to 15 years	10
f. Over a period of more than 15 years	15

***Note: If your response to question six is either (a) or (b), and your answer to question seven is also (a) or (b), your needs are short term. Consider using money market funds or short-term guaranteed interest investments to meet your savings goals.**

8. What are your intentions regarding withdrawals and/or contributions to your investments today and over the next five years?

	POINTS
a. I plan to withdraw money at regular intervals and do not plan on making contributions.	5
b. I will likely make a lump-sum withdrawal and do not plan on making contributions.	7
c. I will likely be making both contributions and withdrawals.	8
d. I will likely make additional contributions and will not be withdrawing any funds.	10
e. I will certainly make regular contributions and will not be withdrawing any funds.	15

Total points for section three

Section four

Attitude towards risk

9. Which statement best describes your knowledge of investments?

- | | POINTS |
|--|--------|
| a. I have very little knowledge and I rely exclusively on the recommendations of financial advisors. | 2 |
| b. I have limited knowledge of stocks and bonds, and I do not follow financial markets. | 5 |
| c. I have good working knowledge and I regularly follow financial markets. | 8 |
| d. I understand completely how different investment products work; including stocks and bonds, and I follow financial markets closely. | 10 |

10. Realizing there will be downturns in the market, in the event of a significant loss, how long are you prepared to hold your existing investments in anticipation of a recovery in value?

- | | POINTS |
|---------------------------|--------|
| a. Less than three months | 5 |
| b. Three to six months | 8 |
| c. Six months to one year | 10 |
| d. One to two years | 15 |
| e. Two to three years | 20 |
| f. Three years or more | 25 |

11. Assuming you invest \$100,000 for the long term, what is the maximum drop in your portfolio's value you could comfortably tolerate in any given year?

- | | POINTS |
|---|--------|
| a. I'd be uncomfortable with any loss.* | 2 |
| b. A \$5,000 drop is all I could live with. | 5 |
| c. A \$10,000 decline is something I could tolerate. | 10 |
| d. A \$15,000 drop would be about all I could stand. | 15 |
| e. A \$20,000 decline is pretty much my limit. | 20 |
| f. I could live with a decline of more than \$20,000. | 25 |

12. Which of the following statements most correctly describes your investment philosophy?

- | | POINTS |
|---|--------|
| a. I cannot accept any fluctuation in principal.* | 5 |

- | | POINTS |
|--|--------|
| b. I can only accept minimal fluctuations and prefer to invest in safer, lower-return investments. | 10 |
| c. I am willing to tolerate some ups and downs in the value of my investments to achieve overall higher returns in the long run. | 20 |
| d. My main interest is high, long-term returns and I am not concerned about short-term decreases in the value of my investments. | 30 |

Total points for section four

***Note: If your response to question 11 or 12 is (a), you should re-evaluate your need for growth and carefully consider your desire for stability. Portfolios without fluctuations in values generally have no growth component. If you cannot tolerate loss, even short term, consider using money market funds or short-term guaranteed interest investments to meet your savings goals.**

Section five

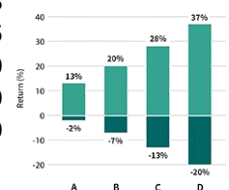
Portfolio volatility

Investment portfolios aimed at providing higher returns tend to have greater swings in value (providing both gains and losses). The more aggressive your portfolio, the more pronounced these swings become, and the more often short-term losses can occur.

13. A portfolio is a basket of different investments.

The returns earned by a specific portfolio depend on the mix of investments that make up the portfolio. The following graph shows the probable range of returns (from best to worst) of four hypothetical portfolios over a one-year period. In which of these portfolios would you prefer to invest?

- | | POINTS |
|----------------|--------|
| a. Portfolio A | 5 |
| b. Portfolio B | 10 |
| c. Portfolio C | 20 |
| d. Portfolio D | 30 |



14. Some investors are more willing than others to accept periodic declines in the value of the portfolio as a trade-off for potentially higher long-term returns. Which response best represents your feelings toward the following statement?

I am willing to experience potentially large and frequent declines in the value of my investment if it will increase the likelihood of achieving higher long-term returns.

	POINTS
a. Strongly agree	20
b. Agree	15
c. Disagree	10
d. Strongly disagree	5

Total points for section five

Over time, your financial objectives, personal circumstances and the level of risk you're comfortable with will change. We recommend you revisit the Investment personality questionnaire regularly or whenever your personal circumstances change significantly, for example: marriage, promotion, etc.

The questionnaire is available online as part of Your retirement tool when you sign into smartpathnow.com

Call us at 1-800-724-3402 for a print version.

This questionnaire isn't suitable for determining an investment strategy for short-term savings or for purchases in the near future. It's intended for retirement planning and long-term savings. This questionnaire is to help you in assess your financial circumstances, investment timeframe and comfort with risk for the purpose of choosing Canada Life investment options for your retirement savings. We've made reasonable efforts to ensure the information and calculations contained in this questionnaire are accurate but, you're still responsible for determining the most appropriate investments to meet your needs. This questionnaire isn't designed to provide you with legal, tax, financial or other professional advice. You should get independent advice. The Canada Life Assurance Company is not responsible for any damages resulting from the use of this questionnaire by you or anyone else, however caused.

Add up the section points to get your final total.

..... Total points for section one
 + Total points for section two
 + Total points for section three
 + Total points for section four
 + Total points for section five
 = Final total

Match your final total to an investment personality below.

If your final total is between...	Your investment personality is...
105 or less	Conservative
106 to 135	Moderate
136 to 164	Balanced
165 to 199	Advanced
200 or more	Aggressive

Your investment personality is:

.....

Select investment options based on your investment personality

The following chart shows you what mix of investments is suggested for you. First match your final questionnaire total to the corresponding investment personality and portfolio. Then use the suggested mix of investments to select appropriate investment options. The risk meter shows the level of investment risk associated with each portfolio.

If your final total is between	Your investment personality/ portfolio is	Description of your investment portfolio	Suggested asset mix
105 or less	Conservative	With a focus on income, this portfolio is designed for investors who are concerned about market ups and downs and prefer a regular income stream. A small equity component is included to help bolster returns above fixed income levels, while minimizing the risk.	<p>Foreign equity 21% Canadian equity 9% Fixed income 70%</p>
106 to 135	Moderate	This portfolio is designed for investors who are willing to accept small market ups and downs to achieve some investment growth. The investment mix of more income than growth is managed to ensure lower volatility than other more aggressive options, while still providing a solid component for growth.	<p>Foreign equity 32% Canadian equity 13% Fixed income 55%</p>
136 to 164	Balanced	This portfolio is designed for investors who prefer investment stability but understand market ups and downs are necessary to achieve growth. The investment mix is a balance of growth and income with reduced volatility.	<p>Foreign equity 42% Canadian equity 18% Fixed income 40%</p>
165 to 199	Advanced	With a focus on growth, this portfolio is appropriate for investors who want some income, but are more interested in growth with some protection from market ups and downs.	<p>Foreign equity 56% Canadian equity 24% Fixed income 20%</p>
200 or more	Aggressive	This portfolio contains all equity investments. It's for investors who want the potential growth and aren't worried when the markets go up and down.	<p>Foreign equity 70% Canadian equity 30%</p>

The suggested investment mix contains different asset classes, such as fixed income, balanced and Canadian equity. Use the asset class percentages to allocate your contributions to specific investment options that are in asset classes. For example, if you're investing \$10,000 in an aggressive portfolio, \$3,000 or 30% of your savings should go in Canadian equity funds, and \$7,000 or 70% to foreign equity funds.

It's a good idea to invest no more than 25% of your investments in any one fund. For investment mixes where the recommended percentage is more than 25%, you may want to choose more than one fund in that asset class.



Fund performance and fees

Here's an overview of every investment option available in your group plan, organized by asset mix.

Here's a breakdown of what you're looking at:

Asset allocation funds: These are the target date funds and target risk funds you can choose from.

Fund name and Fund code: You'll need these when you fill out your forms with your investment choices.

Gross annualized rates of return: This shows how the fund performed over the past 1, 3, 5 and 10 years. It's important to know that past performance isn't necessarily an indicator of future performance.

Investment management fee and expense: This is a combination of the fees paid to the investment manager for professional services and the fees to operate the fund. It's the total amount charged on each of your funds without taxes.

Asset allocation funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
Conservative Continuum Fund (PSG)	S605	3.61%	1.33%	3.20%	4.06%	1.295%
ClearPath Income Fund (Fidelity)	CPIF	4.22%	0.71%	2.29%	3.28%	1.375%
Moderate Continuum Fund (PSG)	S606	4.94%	2.36%	4.09%	4.88%	1.296%
Balanced Continuum Fund (PSG)	S607	6.63%	3.69%	5.29%	5.98%	1.296%
Advanced Continuum Fund (PSG)	S608	9.06%	5.60%	6.95%	7.35%	1.298%
Aggressive Continuum Fund (PSG)	S609	11.21%	7.32%	8.36%	8.49%	1.300%
ClearPath 2025 Fund (Fidelity)	CP25	7.32%	2.24%	4.83%	6.06%	1.386%
ClearPath 2030 Fund (Fidelity)	CP30	8.86%	3.10%	5.72%	6.66%	1.389%
ClearPath 2035 Fund (Fidelity)	CP35	10.09%	3.82%	6.49%	7.36%	1.391%
ClearPath 2040 Fund (Fidelity)	CP40	12.04%	5.06%	7.86%	8.16%	1.394%
ClearPath 2045 Fund (Fidelity)	CP45	13.65%	5.82%	8.41%	8.41%	1.395%
ClearPath 2050 Fund (Fidelity)	CP50	13.65%	5.82%	8.42%	8.39%	1.395%
ClearPath 2055 Fund (Fidelity)	CP55	13.65%	5.82%	8.42%	8.38%	1.395%

Asset allocation funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
ClearPath 2060 Fund (Fidelity)	CP60	13.65%	5.82%	8.43%	n/a	1.396%
ClearPath 2065 Fund (Fidelity)	CP65	13.95%	n/a	n/a	n/a	1.395%

Balanced funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
Balanced Global (Beutel Goodman)	BALBG	4.90%	4.39%	5.99%	6.69%	1.303%
Balanced Index Fund (TDAM)	S080	8.33%	4.95%	6.30%	6.45%	1.073%

Canadian equity funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
True North Fund (Fidelity)	S176	10.20%	9.13%	11.46%	9.45%	1.533%
Canadian Equity Index Fund (TDAM)	S120	8.70%	7.55%	8.86%	7.21%	1.043%

Cash and equivalent funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
Canadian Money Market Fund (Mackenzie)	LLMON	5.30%	3.00%	2.21%	1.62%	1.033%
1 Yr Compound Interest Acct	CI1	n/a	n/a	n/a	n/a	n/a
3 Yr Compound Interest Acct	CI3	n/a	n/a	n/a	n/a	n/a
5 Yr Compound Interest Acct	CI5	n/a	n/a	n/a	n/a	n/a
Daily Interest Acct	DIA	n/a	n/a	n/a	n/a	n/a

Fixed income funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
Bond Fund (Phillips, Hager & North)	S149	-0.80%	-1.88%	0.44%	2.17%	1.253%
Canadian Bond Index Fund (TDAM)	S079	-1.04%	-2.28%	-0.24%	1.63%	1.053%

Foreign equity funds

Fund name	Fund code	Gross annualized rates of return *				Investment management fee and expense **
		1 year	3 year	5 year	10 year	RRSP
American Growth Fund (AGF)	LAGAG	28.59%	12.73%	17.98%	17.30%	1.533%
U.S. Equity Index Fund (TDAM)	LUSET	23.82%	11.79%	13.32%	14.56%	1.053%
Global Equity Index Fund (TDAM)	S244	20.40%	9.80%	11.16%	11.68%	1.063%
Global Growth Equity Fund (T Rowe Price)	GGERP	22.61%	2.23%	10.48%	n/a	1.583%
International Equity Fund (MFS)	IEMB	8.21%	8.91%	8.98%	9.18%	1.663%
International Equity Index Fund (TDAM)	LIEIT	10.67%	6.74%	6.64%	6.78%	1.053%

* The indicated growth in rates of return reflects changes in unit value and reinvestment of all distributions and is net of the fund operating expense and applicable taxes. It does not take into account investment management fees and applicable taxes payable by the unit holder which would reduce returns. Performance data is provided for illustrative purposes only and represents past performance, which is not necessarily indicative of future performance. Rates shown are valid as of April-30-2024.

** Investment management fees and fund operating expenses shown are exclusive of applicable taxes. Fund operating expenses fluctuate based on asset levels and actual expenses incurred, and are not guaranteed or projected; they are reported retrospectively by calendar year and are calculated as a percentage of the fund.

Your questions have met their match

See how we can help.



Call us

If you have questions about your group plan, call this number. We have a team ready to help.

Contact 1-800-724-3402

Monday to Friday between

6 a.m. and 6 p.m. MT



Get help from a health and wealth consultant

Want to enrol in your new plan quickly? Know what your plan offers? Get advice to manage your financial needs?

Book an appointment with one of our health and wealth consultants.

Visit canadalife.com/freedomexperience to book an appointment.



Manage your group plan with My Canada Life at Work

This is the place to go to check your account balance, learn about your investment options and manage your group plan.

mycanadalifeatwork.com



Learn more with the smartPATH education program

Check out some tools and resources to help you understand retirement planning, saving, investing and more. There are videos, calculators and articles– all broken into different stages of your savings journey.

smartpathnow.com

See what else Canada Life offers

Learn about extra ways to save your money, how you can help protect you and your family and more.

canadalife.com

04/24

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