

RETIREMENT INFORMATION

(Revised as of March 2022)

1. We strongly suggest you attend a Retirement Workshop at least 5 years before retiring. To attend a Retirement Workshop please check the following websites for dates:
OSSTF District 23 TBU: <http://www.d23.osstf.ca/tbu.aspx>
OTIP/EFG: <https://www.otip.com/events>
RTO: <https://rtoero.ca/events/>
2. Begin your preparations at least 6 - 12 months in advance of your anticipated retirement date.
3. **Ontario Teachers' Pension Plan**
 - Members should register and set up their online account with the Ontario Teachers' Pension Plan (OTPP). Please visit <https://www.otpp.com/members/my/> to set up your account.
 - Ensure you have fulfilled all requirements of the Pension Board. Members should ensure that a copy of their birth certificate, marriage certificate, and spouse's birth certificate are sent to the Ontario Teacher's Pension Plan Board for their records. Members can send this information using their online OTPP account under DOCUMENT CENTRE.
 - Contact the Ontario Teachers' Pension Plan to obtain answers to your questions and to ensure that you have all the current and necessary information.
 - Contact the OTPP for a statement of contributions if you do not have a current one. There is also a pension calculator available on the OTPP website for registered members.
 - Requests can be made to the OTPP for pension estimates for several possible retirement dates. E.g., 6 months prior to the projected unreduced pension date, 6 months after the projected date, at end of semester, at end of December instead of end of January, etc. This information is also available through the pension calculator for registered members on the OTPP website.
 - If you have past service that may be purchased, get the cost of such purchase well before your retirement date so that you have ample time to decide. If you decide to purchase the past service, make arrangements with the OTPP well before retirement.

3. **Retirement Gratuity** - If you have not already taken out your gratuity you will have to make arrangements for your gratuity. The Board will allow you to take the gratuity in two segments if you want – one when you retire and then the remainder next calendar year for income tax planning. Note the March 15th timeline to give notice to the Board by that date to have your gratuity paid on the first working day of the month following the date of retirement in that year.
4. **Health Benefits** are available from Retired Teachers of Ontario, Ontario Teachers' Insurance Plan, Teachers Life (Fraternal), Active Retired Members, and private companies. Obtain lists of benefits covered, rates and effective dates so that you can compare the coverage offered by the different carriers.

If you intend to have benefit coverage after you retire you need to make arrangements for new benefits. There is usually an enrolment window, meaning you must enrol in a new plan within a certain number of days of your retirement. Usually, you must join an insurance plan within 60 days of losing Board coverage when you retire. If you forget to apply for some reason you will need to submit evidence of insurability which may include a medical. If you exceed the timelines and/or do not provide the evidence of insurability you will likely not receive coverage.

5. **Retirement Form** - Complete the Board's retirement form, *Request for Leave of Absence Notice of Resignation/Retirement*. The form is included in this kit. Send the completed form to Gemma Jepma, GEDSB Human Resources, at the Board office and advise her of your retirement. The Board needs to ensure all paperwork is completed on their end. Her contact information is 519-756-6306 ext. 281170 or gemma.jepma@granderie.ca.
6. **Retirement Letter** - Write a letter of Retirement (sample letter included) and send a copy to your Principal, to the District 23 Office, and to the Ontario Teachers' Pension Plan (so that they know that you are retiring).
7. **Apply to OTPP for your Pension** – After submitting your Retirement Letter and Form to the GEDSB you may apply for your OTPP by phone or online at the OTPP. If you apply for your pension online, login into your account and select "Preparing to Retire". From the drop-down menu select "Pension Application" and follow the steps in completing the application.
8. **Long Term Disability Termination** - Ensure you have completed the LTD termination form and attach your OTPP pension "Statement of Pension Benefits" statement to that form indicating the number of years of credited service. Please call Kelly Morin-Currie at the District Office to discuss your LTD termination before submitting.
9. **Ontario College of Teachers** – You will need to make an informed decision about keeping your licence with the OCT. If you are unsure about future teaching plans after retirement, you should contact OCT directly to discuss your options. If you choose to remain a member of OCT, you will need to pay the fees directly to them.

10. Other things you can do to prepare for retirement:
 - Attend a District 23 Retirement Planning Workshop.
 - Attend an RTO Retirement Planning Workshop.
 - Attend an OTIP/EFG Retirement Planning Workshop.
 - Request a personal meeting with an EFG Financial Advisor.
 - Consider any lifestyle changes.
 - Think about occasional teaching after retirement. (Note: The GEDSB may have restrictions on retired teachers being added to the occasional teachers list. Please contact the Board for more information. You may also wish to consider other school boards for occasional teaching positions)
11. Contact information follows for several organizations for your convenience.
12. Best wishes in your research, and in your retirement.

Maria Colitti, President
District 23 O.S.S.T.F. Teachers' Bargaining Unit
March 2022

SAMPLE RETIREMENT LETTER

{TODAY'S DATE}

JoAnna Roberto
Director of Education
Grand Erie District School Board
349 Erie Avenue
Brantford, ON
N3T 5V3

Dear Ms. Roberto,

After due consideration, I hereby submit my notice to retire from the Grand Erie District School Board, effective ***{insert date}***, subject to the following conditions:

1. That I receive a Retirement Gratuity based on accumulated sick leave credits as per the Collective Agreement; and
2. That I am entitled to any additional benefits, allowances, or privileges, which may come into effect prior to the effective date of my retirement.

Sincerely,

{signature}

cc. Principal ***{insert your school}***
Ontario Teachers' Pension Plan
District 23 O.S.S.T.F. Office

CONTACT INFORMATION

District 23 OSSTF

PO Box 94
115 Windham East Quarter Line Rd
Simcoe, Ontario N3Y 4K8
Phone: 1-519-426-8545
1-877-506-0007
Fax: 1-519-426-0214
Website: www.d23.osstf.ca
E-mail: osstfdistrict23@gmail.com

Ontario Teachers' Pension Plan (OTPP)

5650 Yonge Street, 3rd Floor
North York, Ontario M2M 4H5
Phone: 1-800-668-0105
Fax: 1-800-949-8208
Website: www.otpp.com
email: inquiry@otpp.com

Ontario Secondary School Teachers' Federation

60 Mobile Drive
Toronto, Ontario M4A 2P3
Phone: 1-800-267-7867
Fax: 1-416-751-7858
Website: <https://www.osstf.on.ca>

Grand Erie District School Board

349 Erie Avenue
Brantford, Ontario N3T 5V3
Phone: 1-519-756-6301
1-888-548-8878
HR: 1-519-756-6306 ext 281170
Fax: 1-519-756-9181
Website: www.granderie.ca

Ontario College of Teachers

101 Bloor Street West
Toronto, Ontario M5S 0A1
Phone: 1-888-534-2222
Fax: 1-416-961-8822
Website: www.oct.ca

BENEFITS

Ontario Teachers' Insurance Plan (OTIP)

P.O. Box 218
125 Northfield Drive West
Waterloo, Ontario.
N2J 3Z9
Phone: 1-800-267-6847
Fax: 1-866-754-6847
Website: www.otip.com

Retired Teachers of Ontario (RTO)

18 Spadina Road, Suite 300
Toronto, Ontario.
M5R 2S7
Phone: 1-800-361-9888
Fax: 1-416-962-1061
Website: <https://rtoero.ca/>

Johnson Insurance Inc.,

911 Golf Links Rd.,
Suite 308,
Hamilton, Ontario.
L9K 1H9
Phone: 1-888-739-1209
1-905-648-2298
Website: www.johnson.ca
Email: hamilton@johnson.ca

FINANCIAL PLANNING

Educators Financial Group (EFG)

2225 Sheppard Ave East
Suite 1105
Toronto, Ontario.
M2J 5C2
Phone: 1-800-263-9541
Fax: 1-888-662-2209
Website: www.educatorsfinancialgroup.ca