

2010 IRP RCMP Policy Assistance Library (P.A.L.)

2010

The following clarifications are intended to assist Members and Relocation Advisors in understanding the provisions of the IRP Relocation Policy and to ensure correct and consistent application of policy on a National basis.

Approved by RCMP February 8, 2010

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Ser	Benefit	Description of Benefit in 2009 Policy	Rationale	Confirmation of intent for 2010 Policy
1	1.03 #1 Definition s	<p>A principal residence will be considered actively marketed for sale when:</p> <p>a) The principal residence is continuously for sale except for brief interruptions (e.g. to change brokers or listings) through a licensed real estate agent (realtor);</p> <p>b) The principal residence listing price is consistent with the appraisal conducted in accordance with the IRP and the conditions of the market;</p> <p>c) The Member is acting in good faith to dispose of the residence; and</p> <p>d) No reasonable offers are refused.</p> <p>If no reasonable offer has been received within 2 months (60 days), Members may use the marketing incentive benefit, as recommended by the CRSP, to meet the criteria of "Actively Marketed."</p>	<p>Because this article does not specifically address whether the Marketing Incentive can be added prior to the 60 day mark; Members have understood that in order to effect a quick sale, this incentive could be added very early in the marketing of the origin property.</p> <p>As well, in order to meet the intent of policy, the residence must be continually and actively marketed which means that it must also be vacant (not rented to tenants) to qualify for this benefit.</p>	<p>A principal residence will be considered actively marketed for sale when:</p> <p>a) The principal residence is continuously for sale except for brief interruptions (e.g. to change brokers or listings) through a licensed real estate agent (realtor);</p> <p>b) The principal residence listing price is consistent with the appraisal conducted in accordance with the IRP and the conditions of the market as confirmed by the MEMBER's selected Realtor.;</p> <p>c) The Member is acting in good faith to dispose of the residence;</p> <p>d) No reasonable offers are refused; and</p> <p>e) The property is not rented to tenants for any period that it is marketed.</p> <p>If no reasonable offer has been received within 2 months (60 days), Members may use the marketing incentive benefit, as recommended by the CRSP, to meet the criteria of "Actively Marketed." The marketing incentive (as described in Section 3.15 {2009}), should not be implemented prior to the 60 day mark, unless extenuating circumstances exist. The Relocation Reviewer should be consulted and the utilization of the marketing incentive must be approved in these instances. After 60 days, the Marketing Incentive is subject to the conditions and approvals as described in Section 3.15 {2009}.</p>

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2	1.03 #38 Definitions	<p>An official receipt for tax purposes as required by CRA shall include the following information:</p> <ul style="list-style-type: none"> a) Name of Person or Organization that provided the service; b) Date the service was rendered (period covered); c) Address of the employee; d) Signature of the employee; e) *SIN of the employee OR telephone number of the employee (see note below); f) Amount that was paid for the services that were rendered; and g) If the receipt is for baby-sitting, the name(s) of the dependant(s) that were cared for. <p>*Note: Although CRA internal procedures indicate that a SIN should be provided on the receipt, Canadian citizens may refuse to provide their SIN to a third party due to confidentiality issues. If this is the case, they are to provide their telephone number to the CRSP in the event that CRA requires the SIN. The telephone number will be passed to CRA by the CRSP.</p>	<p>The definition of receipt in policy has lead to misinterpretation by the Member with respect to whose information must appear on the receipt.</p>	<p><i>To meet the intent of “receipt” as per CRA regulations and as per direction, Members are advised of the following:</i></p> <p>An official receipt for tax purposes as required by CRA shall include the following information:</p> <ul style="list-style-type: none"> a) Name of Person or Organization that provided the service; b) Date the service was rendered (period covered); c) Address of the <i>Person or Organization that provided the service</i>; d) Signature of the <i>Person or Organization that provided the service</i>; e) the type of serviced rendered f) *SIN of the <i>Person or Organization that provided the service</i> OR telephone number of the <i>Person or Organization that provided the service</i> (see note below); g) Amount that was paid for the services that were rendered; and h) If the receipt is for baby-sitting, the name(s) of the dependant(s) that were cared for. <p>*Note: Although CRA internal procedures indicate that a SIN should be provided on the receipt, Canadian citizens may refuse to provide their SIN to a third party due to confidentiality issues. If this is the case, they are to provide their telephone number to the CRSP in the event that CRA requires the SIN. The telephone number will be passed to CRA by the CRSP.</p>

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3	1.05 #14 Purpose and Scope	All claims for reimbursement must be supported by receipts. Receipts must be original documents, the customer's carbon copy or the customer's monthly statement of credit card expenditures. Certified photocopies are acceptable. This is to ensure the validity of the reimbursement requested and to prevent duplicate reimbursement by the RCMP, or the CRSP. The Member may sign a personal declaration justifying a loss due to exceptional circumstances.	Members have misinterpreted this article and have provided monthly credit card statements, which do not provide itemized breakdowns of costs and/or taxes being reimbursed. To ensure the expenses being reimbursed are valid within the Policy provisions and that the receipt meets CRA requirements, a Member's monthly credit card statement of expenditures alone cannot be accepted for reimbursement.	<p><i>As per previous direction, this article will be administered as follows:</i></p> <p>All claims for reimbursement must be supported by receipts. Receipts must be original documents, or the customer's carbon copy as provided by the Vendor or TPSP. Certified photocopies are acceptable. This is to ensure the validity of the reimbursement requested and to prevent duplicate reimbursement by the RCMP, or the CRSP.</p> <p>In exceptional circumstances, where the service provider is unable to provide a duplicate of the original receipt, the Member may justify the loss by way of a personal declaration for DA approval prior to reimbursement.</p>
4	1.08 #2 Responsibilities: Member		Direction from the RCMP Client was received in July 2009 re: benefits offered to Members when there is an ongoing marital breakdown.	A Member will advise the CRSP should his/her marital status change during the course of a relocation, or should there be an ongoing marital breakdown. Upon notification, the CRSP will seek confirmation from the Policy Centre, through the DNC, as to what impact this will have on the Member's benefits.

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5	1.08 #2 Responsibilities: Member		Members should be encouraged to make every effort to port their mortgage to destination in order to avoid mortgage breaking penalties whenever possible.	<p><i>Members are advised as follows:</i></p> <ul style="list-style-type: none"> i. The Member is responsible to confirm portability of their mortgage to destination. Additionally, the Member must ensure the conditions of portability can be met prior to entering a purchase contract, by discussing these conditions with their Financial Institution prior to departure for HHT. ii. The Member is expected to enter into mortgage contracts which will allow portability on a subsequent posting (excluding the Subsidized Home Relocation Loan).
6	1.11 Accommodation		As per Clarification from RCMP.	<p>Where a family occupies both commercial and non-commercial/private accommodation, reimbursement will not exceed the commercial rate that would have been incurred. Receipts are not required for non-commercial accommodation.</p> <p>Example:</p> <p style="padding-left: 40px;">A Member and spouse stay at a hotel and their 2 children stay with the grandparents. The family would have been entitled to 2 hotel rooms. Reimbursement will be for the hotel charges only. The non-commercial allowance for private accommodation will not be paid, however the Member may qualify for the savings as described in Section 2.05.3.g {2009}.</p>

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7	1.11 #2d Accommodation	A Member is eligible for a savings allowance if he/she uses less than his/her room entitlement. See Section 2.05.3.g) for further clarification.	Members have misinterpreted this to mean that any time they use less than their room entitlement, they are entitled to the savings. Rather, the savings only applies when less than the Core entitlement is used.	<i>The benefit shall be administered as follows:</i> A Member is eligible for a savings allowance if he/she uses less than his/her Core Envelope room entitlement. See Section 2.05.3.g for further clarification.
8	1.11 #5 Professional Cleaning	a) Members may be reimbursed for cleaning expenses related to the principal residence at both the former and new places of duty as follows: i) <u>Core Envelope</u> <ul style="list-style-type: none"> • Actual and reasonable expenses up to a maximum of \$100 per residence (excluding taxes). ii) <u>Customized Envelope</u> <ul style="list-style-type: none"> • Actual and reasonable expenses up to an additional \$100 per residence (excluding taxes). iii) <u>Personalized Envelope</u> <ul style="list-style-type: none"> • Expenses in excess of Core and Customized Envelopes. 	Members have previously misinterpreted this article to include cleaning on days not meeting the intent of this provision (e.g. cleaning of the residence at origin at time of listing/open house).	<i>The benefit is to be administered as follows:</i> a) Members may be reimbursed for cleaning expenses related to the principal residence at both the former and new places of duty as follows: i) <u>Core Envelope</u> <ul style="list-style-type: none"> • Actual and reasonable expenses up to a maximum of \$100 per residence (excluding taxes). ii) <u>Customized Envelope</u> <ul style="list-style-type: none"> • Actual and reasonable expenses up to an additional \$100 per residence (excluding taxes). iii) <u>Personalized Envelope</u> <ul style="list-style-type: none"> • Expenses in excess of Core and Customized Envelopes. <p>To qualify for reimbursement under the IRP, the Member must have the professional cleaning at origin performed <u>after</u> the loading of the household goods, and at destination within a reasonable delay</p>

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				<i>either before or after the goods have been delivered. If the Member proceeds unaccompanied; cleaning at origin will not apply."</i>
9	2.04 #6.c) Customized and Personalized Envelopes AND 2.05 #3.c)iv) Relocation Allowance	The balance in the <i>Personalized Envelope</i> is paid to the Member less applicable deductions. AND If the Member wishes to cash-out the Relocation Allowance prior to file closure, it will be paid no earlier than 30 days in advance of the move of HG&E. Prior to the cash out of funds, the CRSP will withhold an amount for income taxes.	While this article specifically addresses the cash-out of the Relocation Allowance, Members have requested clarification of payout regarding other amounts in the Personalized Envelope (NARA, savings).	The balance in the <i>Personalized Envelope (including the NARA and/or savings)</i> is paid to the Member less applicable deductions. <i>The Personalized funds can be paid out, at the Member's request, no earlier than 30 days in advance of the move of HG&E.</i>
10	3.02, Row #8 Funding Overview Building/Structural Inspection (Sale)	Building/Structural Inspection: Customized Envelope: Up to pre-negotiated rates	It is unclear whether any conditions apply to the reimbursement of this expense. Also, in certain areas, the seller is required to have particular inspections conducted.	<i>Custom benefit: Building/Structural or specialized inspections that are deemed to be the responsibility of the vendor; e.g. Pyrite inspection.</i>

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11	3.02, Row #12 Funding Overview	Capital Improvements: Customized Envelope: Actual Expenses / Personalized Envelope: When all custom funds have been expended	Members have questioned the information in this article as it appears to contradict the benefits offered in where the amount for eligible Capital Improvements are added to the original purchase price when calculating for HEAP.	<i>It is understood that the information reiterated at Section 3.09 #3 {2009} and Section 3.11 {2009} will supersede 3.02 Row #12</i>
12	3.09.2 HEAP 	2. A Member who sells his/her residence for less than the original purchase price (at time of initial posting) may be reimbursed the difference (residence value capped at \$300,000)	To clarify further.	2. A Member who sells his/her residence for less than the original purchase price (at time of initial posting) may be reimbursed the difference (residence value capped at \$300,000 <i>based on the sale price</i>). <i>Amended by RCMP 21 March 2011</i>
13	3.14 Co-ownership #2 (NOTE) AND 5.09 Co-ownership #2 (NOTE)	A sworn declaration from the co-owner(s) attesting to their relationship with the Member and that the shared title is for financial assistance purposes only must be provided.	Members are unsure if the intent for this to be a legal/notarized document and if so if there any provision to reimburse the cost to obtain this declaration.	<i>It is understood that a Personal declaration from the co-owner(s) attesting to their relationship with the Member and that the shared title is for financial assistance purposes only, must be provided.</i>

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14	4.03, Row #1 Row #2 Row #3 Funding Overview	HHT: Accommodation: 5 + 1 nights Meals: 5 + 2 days Incidentals: 5 + 2 days Extended HHT: Accommodation: up to 4 days Meals: up to 4 days Incidentals: up to 4 days DHIT: Accommodation: 3 nights Meals: 4 days Incidentals: 4 days	Members frequently question the reimbursement of the incidental allowance interpreting the text to mean that the \$17.30 is payable per family member, not per family.	<i>It is understood that the incidental allowance applies as follows:</i> HHT: Accommodation: 5 + 1 nights Meals: 5 + 2 days Incidentals (only one allowance payable per family): 5 + 2 days Extended HHT: Accommodation: up to 3 nights Meals: up to 4 days Incidentals(only one allowance payable per family): up to 4 days DHIT: Accommodation: 3 nights Meals: 4 days Incidentals (only one allowance payable per family): 4 days
15	4.16 Dependant Care – HHT or DHIT	1. A Member who is accompanied by his/her spouse or a single parent who has left children under 16 years old at home or other dependants (i.e. over 18 years old provided the child is incapable of caring for himself/herself due to a physical or mental disability), may claim dependant care expenses as follows: a) <i>Core Envelope:</i> i) Up to \$75 each day if care is provided by individuals who provide dependant care as a regular source of income and do not reside with the family; or a bonded sitter provided by a company in the business of providing dependant care services. Receipts are required.	Members frequently question whether the allowance is payable per child vs per family. As well, Members who travel with their child to destination, it is questioned whether both meals and dependant care may be reimbursed.	<i>As per previous clarification, this article will be administered as follows:</i> a) <i>Core Envelope:</i> i) Up to \$75 each day (per family) if care is provided by individuals who provide dependant care as a regular source of income and do not reside with the family; or a bonded sitter provided by a company in the business of providing dependant care services. Receipts are required. ii) \$35 each day (per family) if care is provided by a friend or relative. Receipts are not required.

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		<p>ii) \$35 each day if care is provided by a friend or relative. Receipts are not required.</p> <p>b) <i>Customized/Personalized Envelope:</i></p> <p>i) Dependant care expenses beyond the <i>Core Envelope</i> are subject to the availability of funds.</p> <p>NOTE: Dependant-care expenses may be reimbursed at origin or destination.</p> <p>2. The Member may only claim for dependant care expenses that are additional to any existing dependant care arrangements based on the maximum daily/nightly amount for the length of the HHT or DHIT (including travel).</p>		<p><i>Dependants who accompany on HHT to the new place of duty may have the meal allowance reimbursed from the Custom Fund in accordance with Section 4.03, whether or not dependant care expenses are being reimbursed.</i></p>

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16	3.12 Income Property AND 5.08 Income Properties	<p>1. A Member who sells an income producing residence such as a duplex, triplex, multiple-unit building, small store or confectionery, etc. that is also his/her residence, may only claim expenses for the portion of the building that is used as the principal residence.</p> <p>2. The Member must disclose the percentage (based upon the square footage) of the building which is used as a principal residence when completing the necessary IRP participation agreement with the CRSP.</p> <p>1. A Member who purchases an income-producing residence (such as a duplex, triplex, multiple unit building, small store or confectionery, etc.) which is also the Member's residence can only claim expenses for that part of the building that he/she uses as the principal residence based on the square footage used as the personal portion of the overall space.</p>	<p>Members frequently request written confirmation as to how these values will be established.</p>	<p><i>Based on previous direction it is understood that the benefit is to be administered as follows:</i></p> <p>1. A Member who sells an income producing residence such as a duplex, triplex, multiple-unit building, small store or confectionery, etc. that is also his/her residence, may only claim expenses for the portion of the building that is used as the principal residence.</p> <p>2. The Member must disclose the percentage (based upon the square footage) of the building which is used as a principal residence when completing the necessary IRP participation agreement with the CRSP. <i>This percentage will be re-confirmed through the program-required appraisal report.</i></p> <p>1. A Member who purchases an income-producing residence (such as a duplex, triplex, multiple unit building, small store or confectionery, etc.) which is also the Member's residence can only claim expenses for that part of the building that he/she uses as the principal residence based on the square footage used as the personal portion of the overall space.</p> <p><i>2. The Member must disclose to the CRSP the percentage (based upon the square footage) of the building that is occupied as the principal residence.</i></p>

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17	5.11 Legal Fees and Disbursements	<p>The Member may claim associated legal fees and disbursements, including applicable taxes, incurred to complete the purchase of his/her residence. The Member is reimbursed for other expenses of a legal nature necessarily incurred to obtain clear title to a residence as follows:</p> <p>a) <i>Core Envelope</i></p> <p>i) Sheriff's fees;</p> <p>ii) Land transfer tax;</p> <p>iii) Deed transfer charges;</p> <p>iv) Title insurance or survey costs;</p> <p>v) Certificate of execution; and</p> <p>vi) Appraisal and water test fees necessarily incurred at the request of the lender to obtain a first or second mortgage.</p>	<p>Due to the recent introduction of new land transfer taxes by municipalities like Toronto, Members frequently request confirmation that these costs will be reimbursed under the IRP. Also, many municipalities charge for updating their tax rolls with the new owner's information; Members frequently request if this is reimbursable under the IRP.</p> <p>Due to recent changes in the economy, many banks/financial institutions are charging administration and/or application fees for new mortgages. Previously, these fees were waived by most lenders. In mirroring the legal fees for sale (Section 3.07 {2009}), Members frequently request reimbursement for these expenses.</p>	<p><i>As per previous direction from , it is understood that these expenses may be claimed under 5.11 as follows:</i></p> <p>Provincial and/or Municipal land transfer tax;</p> <p>(...)</p> <p>vii) Fees associated with municipal name change for tax rolls</p> <p>b) Charges levied by a lender for the acquisition/set up of a first or second mortgage on the property, but not both</p>

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	5.12 – a iii Building/S tructural Inspection (Purchase)	iii) Follow-up termite and pyrite inspections when recommended in writing by the building inspector.	To clarify the intent of this benefit is not to exclude specialized inspections other than termite or pyrite.	iii) Follow-up specialized inspections when recommended in writing by the building inspector (e.g. termite and pyrite).
18	5.17 Interest on Short- term Bridging Loan	<p>1. The Member may be required to close the purchase of a residence at the new place of duty before the funds have been released from the sale of his/her residence at the old place of duty. In order to close the purchase, the Member may have to take a short-term bridging loan. The Member may claim the interest on a bridge loan or a line of credit and the associated administration fees charged by the financial institution from the <i>Core Envelope</i>, subject to the following conditions:</p> <p>a) Interest on the bridge loan does not normally exceed 14 days; and</p> <p>b) Amount of the loan does not exceed the amount of equity in the residence at the former place of duty.</p> <p>2. The Member may claim the interest on a bridge loan or a line of credit and the associated administration fees charged by the financial institution from the <i>Customized/Personalized</i></p>	Members frequently request clarification of this benefit.	<p><i>Based on previous direction the benefit is to be administered as follows:</i></p> <p>1. When the proceeds of the sale of the principal residence are not immediately transferable to the purchase of the replacement residence, The Member may be required to close the purchase of a residence at the new place of duty before the funds have been released from the sale of his/her residence at the old place of duty. In order to close the purchase, the Member may have to take a short-term bridging loan. The Member may claim the interest on a bridge loan or a line of credit and the associated administration fees charged by the financial institution from the <i>Core Envelope</i>, subject to the following conditions:</p> <p>a) Interest on the bridge loan does not normally exceed 14 days; and</p> <p>b) Amount of the loan does not exceed the amount of equity in the residence at the former place of duty.</p> <p>2. When the Member purchases a replacement residence at the new location before selling their principal residence, the Member may</p>

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		<p><i>Envelope</i> provided that it does not exceed the lesser of the:</p> <p>a) Equity in the unsold residence at the former place of duty; or</p> <p>b) Purchase cost of the residence at the new place of duty.</p>		<p>claim the interest on a bridge loan or a line of credit and the associated administration fees charged by the financial institution from the <i>Customized/Personalized Envelope</i> provided that the loan amount does not exceed the lesser of the:</p> <p>a) Equity in the unsold residence at the former place of duty; or</p> <p>b) Purchase cost of the residence at the new place of duty.</p>
19	6.03 Funding Overview	<p>Full meal allowance and incidental expenses, as per the TB Travel Directive, during initial 7 day period (1 instance in the table/overview)</p> <p>65% of TB daily meal allowance and incidental expenses during this period (3 instances in the table/overview)</p>	Members frequently request clarification of this benefit.	<p><i>Based on previous direction the benefit is to be administered as follows:</i></p> <p>Full meal allowance and incidental allowance, as per the TB Travel Directive, during initial 7 day period</p> <p>65% of TB daily meal allowance and 65% of the incidental allowance during this period</p>

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20	6.05 Weekend Travel Home	Subject to approval by the Relocation Reviewer, a Member on TDRA may claim weekend travel to his/her old place of duty in accordance with the provisions below, if the Member's spouse and/or dependant(s) have remained at the former place of duty in the unsold residence or in temporary accommodation pending the completion of school. a) Core Envelope i) One trip over the initial thirty days of TDRA; ii) Three trips over the initial sixty days of TDRA; iii) Not to exceed five trips over the period of TDRA.	Members frequently request clarification of this benefit.	<i>As per previous direction it is understood that the Member may be reimbursed for travel expenses (PMV round-trip mileage or commercial transportation) for these trips.</i> <i>Meals and incidentals are not reimbursable during the travel period, nor during the days spent at origin.</i>
21	7.03 #1.a) Member's Responsibility	1. A Member is responsible to obtain a lease with terms that are reasonable and flexible so as to minimize any potential cost to the Member and the Crown. To this end, a Member should: a) Advise prospective landlords that RCMP policy will not normally reimburse the Member for more than one month rent to hold accommodation, or three months rent to terminate a lease, unless conditions outlined in 7.05.2 are met.	Members frequently request clarification on this benefit.	<i>Based on previous direction the benefit is to be administered as follows:</i> a) Advise prospective landlords that RCMP policy will not normally reimburse the Member for more than one month rent to hold accommodation (calculated from the 1st day of the lease at the new place of duty, and ceasing on the date a Member vacates the former residence), or three months rent to terminate a lease, unless conditions outlined in 7.05.2 are met.

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22	8.04 #2 Kilometric Allowance	The eligible kilometric distance is calculated from detachment to detachment based on the computation by the authorized kilometric software used by the CRSP.	Retiring Members or Members in the pre-retirement stage have questioned the calculation of this benefit for their move type.	<p><i>As per previous direction this benefit is to be administered as follows.</i></p> <p>For regular transfers, the eligible kilometric distance is calculated from detachment to detachment based on the computation by the authorized kilometric software used by the CRSP.</p> <p>For pre-retirement/retirement transfers, the kilometric allowance for the actual and reasonable distance will be reimbursed, in accordance with the Member’s claim not to exceed the km distance as validated by the CRSP.</p>
23	8.07 Travel Expenses and Rates through U.S.A.	The Member may travel through the U.S.A. by PMV, if it is the most direct or appropriate route to his/her new place of duty. The Member may claim for expenses in accordance with Treasury Board rates and should not exceed expenses that would have been incurred had the travel taken place in Canada.	Members frequently request clarification on this benefit and how it relates to reimbursement of exchange rates.	<p><i>As per previous direction the Member may travel through the U.S.A. by PMV, if it is the most direct or appropriate route to his/her new place of duty and is approved, prior to departure, by the Regional Reviewer.</i></p> <p><i>The Member may claim for expenses in accordance with Canadian Treasury Board rates and should not exceed expenses that would have been incurred had the travel taken place in Canada. Accommodation expenses will be paid based on the actual and reasonable costs as it appears on the original invoice submitted. No exchange rate will be applied.</i></p>

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24	9.02 #5.b) Principles for Reimbursement	5. Approval authorities for IAM&MRA are as follows: b) Each IAM&MRA request beyond the initial 15 days may be approved by the Relocation Reviewer using funds from the <i>Personalized Envelope</i> .	Members frequently request clarification on this benefit as it appears to contradict Section 2.04 #6 (CRSP may approve use of Personalized funds).	<i>Based on previous direction the benefit is to be administered as follows:</i> Approval authorities for IAM&MRA are as follows: b) Each IAM&MRA request beyond the initial 15 days must be approved by the Relocation Reviewer.
25	9.02 #7.a) Principles for Reimbursement	7. Approval of IAM&MA beyond the initial 15 days shall not be authorized in the following situations: a) When interim accommodation is the result of a decisions to await occupancy of a certain type of permanent accommodation even though there is other suitable accommodation available; or	Members frequently request clarification of this benefit.	<i>Based on previous direction the benefit is to be administered as follows:</i> 7. Approval of IAM&MRA beyond the initial 15 days shall not be authorized from the Core or Custom envelopes in the following situations: a) When interim accommodation is the result of a personal decision to await occupancy of a certain type of permanent accommodation even though there is other suitable accommodation available;

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26	9.09 Dependant Care During Packing and Unpacking	<p>1. Dependant care expenses in addition to any existing dependant care arrangements incurred during the packing, loading, unloading and unpacking of HG&E will be reimbursed as follows:</p> <p>a) <i>Core Envelope</i></p> <p>i) Up to \$75 each day if care is provided by individuals who provide dependant care as a regular source of income and do not reside with the family; or a bonded sitter provided by a company in the business of providing dependant care services. Receipts are required.</p> <p>ii) \$35 each day if care is provided by a friend or relative. Receipts are not required.</p> <p>iii) Up to 2 days at origin and 2 days at destination.</p> <p>b) <i>Personalized Envelope</i></p> <p>i) Only when additional days have been pre-approved by the Relocation Reviewer.</p>	<p>As indicated above in article 4.16, Members frequently question whether this article also refers to the allowance as payable per child or per family.</p>	<p><i>The benefit shall be administered as follows:</i></p> <p>1. Dependant care expenses in addition to any existing dependant care arrangements incurred during the packing, loading, unloading and unpacking of HG&E will be reimbursed as follows:</p> <p>a) <i>Core Envelope</i></p> <p>i) Up to \$75 each day (per family) if care is provided by individuals who provide dependant care as a regular source of income and do not reside with the family; or a bonded sitter provided by a company in the business of providing dependant care services. Receipts are required.</p> <p>ii) \$35 each day (per family) if care is provided by a friend or relative. Receipts are not required.</p> <p>iii) Up to 2 days at origin and 2 days at destination.</p> <p>b) <i>Personalized Envelope</i></p> <p>i) Only when additional days have been pre-approved by the Relocation Reviewer.</p>
27	10.01 #2 Purpose	<p>In the event that there is a discrepancy between the IRP and the HGRS, the HGRS will take precedence.</p>	<p>Members frequently request clarification on HGRS authority.</p>	<p><i>The benefit shall be administered as follows:</i></p> <p>In the event that there is a discrepancy between the IRP and the HGRS Contract, the HGRS Contract will take precedence.</p>

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28	10.02 Row #8 Funding Overview	Benefit: Car rental at destination Core Envelope: Actual and reasonable expenses Customized/Personalized Envelopes: Upgrades Section Reference: 10.10.5 1.11.3	Members frequently request clarification whether upgrades are acceptable from Custom or whether the intent is for this expense can be funded from Personalized only.	<i>The benefit is to be administered as follows:</i> Benefit: Car rental at destination Core Envelope: Actual and reasonable expenses Customized/Personalized Envelopes: Upgrades using Personalized funds only Section Reference: 10.10.5 1.11.3
29	10.10 #5 Shipment of Personal Motor Vehicle (PMV)	5. When a Member is necessarily separated from his/her PMV due to shipping and the primary mode of travel to new location is by commercial carrier, the Member may claim car rental costs as per the provisions in Section 1.11.3.c from the <i>Core Envelope</i> . NOTES: a) Car rental may be at origin and/or destination. b) If a Member owns more than one PMV, car rental costs will not be reimbursed if the Member is able to make arrangements to have access to one of his/her PMVs. c) Car rental must be pre-approved by the Relocation Reviewer.	Members frequently request confirmation whether more than one rental vehicle can be reimbursed from the Core Envelope.	<i>The benefit is to be administered as follows:</i> 5. When a Member is necessarily separated from his/her PMV due to shipping and the primary mode of travel to new location is by commercial carrier, the Member may claim car rental costs for one vehicle as per the provisions in Section 1.11.3.c from the <i>Core Envelope</i> . NOTES: a) Car rental may be at origin and/or destination. b) If a Member owns more than one PMV, car rental costs will not be reimbursed if the Member is able to make arrangements to have access to one of his/her PMVs. c) Car rental must be pre-approved by the Relocation Reviewer.

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30	10.11 Shipment of Recreational Vehicle/Boat/ Motorcycle/All-terrain Vehicle/Trailer/ Snowmobile	<p>1. The costs to ship a recreational vehicle, boat, motorcycle, all-terrain vehicle, trailer or snowmobile may be reimbursed if they are purchased for personal use and registered in the Member's name or that of a dependant. They may be shipped as HG&E provided that the carrier will accept the machine(s) when properly serviced for the move. If the firm will not move the machine(s) as part of the HG&E, they may be shipped under Section 10.10.4.</p> <p>a) <i>Customized/Personalized Envelope</i></p> <p>i) Reimbursement for actual and reasonable costs.</p> <p>NOTE: The contracted carrier may be willing to ship the vehicles with the HG&E, but this does not absolve the Member of his/her financial responsibility.</p>	<p>In order to assist the Member with effective budgeting of Custom or Personalized funds, the CRSP will reserve the following standard weight charges for shipped recreational vehicles from the attached standard weight list.</p> <p>Upon receipt of the actual costs provided by CRS, the funding will be adjusted accordingly.</p>	<table border="1"> <thead> <tr> <th colspan="3">Standard Weight List</th> </tr> <tr> <th>Item description</th> <th>LBS</th> <th>Cost</th> </tr> </thead> <tbody> <tr><td>ATV < 250 cc</td><td>450</td><td>\$381.60</td></tr> <tr><td>ATV > 400 cc</td><td>600</td><td>\$508.80</td></tr> <tr><td>ATV 250-400 cc</td><td>500</td><td>\$424.00</td></tr> <tr><td>Boat - Aluminum <= 12'</td><td>100</td><td>\$84.80</td></tr> <tr><td>Boat - Fibreglass <= 12'</td><td>200</td><td>\$169.60</td></tr> <tr><td>Canoe</td><td>75</td><td>\$63.60</td></tr> <tr><td>Motorcycle <= 50 cc</td><td>100</td><td>\$84.80</td></tr> <tr><td>Motorcycle > 700 cc</td><td>700</td><td>\$593.60</td></tr> <tr><td>Motorcycle 251 - 700 cc</td><td>400</td><td>\$339.20</td></tr> <tr><td>Motorcycle 51 - 250 cc</td><td>200</td><td>\$169.60</td></tr> <tr><td>Outboard Motor (L)</td><td>140</td><td>\$118.72</td></tr> <tr><td>Outboard Motor (S)</td><td>80</td><td>\$67.84</td></tr> <tr><td>Pers. Watercraft - 2 Strokes (L)</td><td>650</td><td>\$551.20</td></tr> <tr><td>Pers. Watercraft - 2 Strokes (S)</td><td>500</td><td>\$424.00</td></tr> <tr><td>Pers. Watercraft - 4 Strokes (L)</td><td>800</td><td>\$678.40</td></tr> <tr><td>Pers. Watercraft - 4 Strokes (S)</td><td>750</td><td>\$636.00</td></tr> <tr><td>Snowmobile</td><td>500</td><td>\$424.00</td></tr> <tr><td>Snowmobile - Child</td><td>200</td><td>\$169.60</td></tr> </tbody> </table>	Standard Weight List			Item description	LBS	Cost	ATV < 250 cc	450	\$381.60	ATV > 400 cc	600	\$508.80	ATV 250-400 cc	500	\$424.00	Boat - Aluminum <= 12'	100	\$84.80	Boat - Fibreglass <= 12'	200	\$169.60	Canoe	75	\$63.60	Motorcycle <= 50 cc	100	\$84.80	Motorcycle > 700 cc	700	\$593.60	Motorcycle 251 - 700 cc	400	\$339.20	Motorcycle 51 - 250 cc	200	\$169.60	Outboard Motor (L)	140	\$118.72	Outboard Motor (S)	80	\$67.84	Pers. Watercraft - 2 Strokes (L)	650	\$551.20	Pers. Watercraft - 2 Strokes (S)	500	\$424.00	Pers. Watercraft - 4 Strokes (L)	800	\$678.40	Pers. Watercraft - 4 Strokes (S)	750	\$636.00	Snowmobile	500	\$424.00	Snowmobile - Child	200	\$169.60
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31	11.04 #2.b) Spousal Services	The spouse may claim actual and reasonable expenses for airfare, car rental/parking, hotel, meal allowances and daily incidental expense allowances.	Members frequently request clarification on “actual and reasonable” vs allowances within this article.	<p><i>It is understood that the spouse may claim actual and reasonable expenses for airfare, car rental/parking, hotel, and meals based on receipts (vs allowances).</i></p> <p><i>As well, based on previous direction, it is understood that additional training or courses to provide the spouse with new skills or knowledge do not meet the intent of the employment assistance offered in this Section.</i></p> <p><i>Re-certification and/or re-licensing (to obtain documents in a new province that were already held at origin) not identified in this section, do meet the intent of policy. As such, reimbursement will be made using available Personalized funds, and will constitute a taxable benefit.</i></p>
32	12.02 #2 and #3 10% Home Sale Assistance	<p>2. Market value is to be based on appraisal as provided for under the IRP and is to be consistent with other IRP requirements. All instances of home sale assistance are to be submitted to the DNC/delegate for review and approval. The appraisal must be completed prior to listing the residence or the benefit will be forfeited.</p> <p>3. Properties being sold for less than 95% of the appraised value require pre-approval. All such cases are to be submitted by the CRSP directly to the DNC/delegate.</p>	Members frequently ask for clarification of this benefit as #2 states all cases of HSA must be submitted for approval; #3 states that those where the property is sold for less than 95% require approval.	<p><i>Based on previous direction, it is understood that all cases for reimbursement of HSA must be submitted to the DNC/delegate for review. In addition, the DNC/delegate must also approve the listing of a home below 95% of the appraised value.</i></p> <p><i>Therefore, the benefits within this article will be administered as follows:</i></p> <p>2. Market value is to be based on appraisal as provided for under the IRP and is to be consistent with other IRP requirements. All instances of home sale assistance are to be submitted to the DNC/delegate for review and approval prior to reimbursement of the HSA funds. The appraisal must be completed prior to listing the residence or the benefit will be forfeited.</p> <p>3. Prior to listing below 95% of the appraised value, pre-approval is</p>

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				required. Properties being sold for less than 95% of the appraised value require pre-approval. All such cases are to be submitted by the CRSP directly to the DNC/delegate.
33	12.05 Enhanced EX-equivalent Services	The EX-equivalent is entitled to an initial face-to-face consultation/interview, at RCMP expense, with the CRSP to assist with: <ul style="list-style-type: none"> a) Preparation of HHT; b) Post-HHT; c) Final reconciliation; and d) Counselling at Member’s office (within the 5 regional office locations). 	CRSP wishes to advise of a new Service delivery configuration. As per the new Service Delivery model of the 2009-2014 IRP Contract; “5 regional offices” no longer applies.	<p><i>As per the new IRP Contract; this service will be administered as follows:</i></p> <p>The EX-equivalent is entitled to an initial face-to-face consultation/interview, at RCMP expense, with the CRSP to assist with:</p> <ul style="list-style-type: none"> a) Preparation of HHT; b) Post-HHT; c) Final reconciliation; and d) Counselling at Member’s office (within the CRSP’s office locations).
34	12.06 #2.a) RCMP EX-equivalent Entitlements	An RCMP EX-equivalent, upon opting to participate in the IRP EX Program, is entitled to the following: <ul style="list-style-type: none"> a) 1/12 of gross annual salary in lieu of the \$650 non-accountable relocation allowance permitted by CRA credited to the Personalized Envelope; (...) 	EX- equivalent Members frequently request clarification whether or not they may still receive the \$650 non-accountable relocation allowance <u>as a portion of</u> the total Personalized funding.	<p><i>The benefit is to be administered as follows:</i></p> <p>An RCMP EX-equivalent, upon opting to participate in the IRP EX Program, is entitled to the following:</p> <ul style="list-style-type: none"> a) 1/12 of gross annual salary which includes the \$650 non-accountable relocation allowance permitted by CRA credited to the Personalized Envelope.

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35	13.03 #4	No reimbursement or payment of retirement relocation expenses will be made until confirmation of the delivery of HG&E to a residence at the retirement location more than 40Km away or upon providing documentary proof of the purchase of a residence more than 40km away.	To clarify that advances of funds may not be provided prior to confirmation of a move of HG&E. Also, to confirm that Appraisal fees are excepted.	No <i>advance of funds</i> , reimbursement or payment of retirement relocation expenses (<i>with the exception of the Appraisal fees</i>) will be made until confirmation of the delivery of HG&E to a residence at the retirement location more than 40Km away or upon providing documentary proof of the purchase of a residence more than 40km away.
36	13.03 #8 Funding Overview	<u>Customized</u> and <u>Personalized Envelope</u> funding is not applicable to retirement relocations.	Retirees frequently request clarification of this article.	<p><i>The benefit is to be administered as follows:</i></p> <p><u>Customized</u> and <u>Personalized Envelope</u> (<i>with the exception of the NARA</i>) funding is not applicable to retirement relocations.</p> <p><i>Therefore, applicable funding formulae are as follows:</i></p> <p><u>Pre-Retirement/Retirement Relocation:</u> <i>Custom Envelope: Not applicable</i> <i>Personalized Envelope: Non-Accountable Relocation Allowance (\$650)</i></p> <p><u>Pre-Retirement/Retirement Relocation, EX-equivalent:</u> <i>Custom Envelope : Not applicable</i> <i>Personalized Envelope : Relocation Allowance (equivalent to 1/12 annual salary effective when 1733 is issued)</i></p> <p>Note: The Relocation Allowance includes the \$650 non-accountable relocation allowance permitted by CRA credited to the Personalized Envelope.</p>

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37	13.06 House Hunting Trip	<p>1. A HHT must be pre-authorized by the Relocation Reviewer of the division from which the Member is discharged.</p> <p>2. The duration of a HHT is up to 5 days (6 nights) at the new location plus 2 days of travel time.</p> <p>3. Only under exceptional circumstances will an extended HHT be considered. Approval must be obtained from the Relocation Reviewer.</p>	Retiring/retired RCMP Members frequently request clarification of the provisions consistent with Appendix H.	<p><i>The benefit is to be administered as follows:</i></p> <p>1. A HHT/DHIT must be pre-authorized by the Relocation Reviewer of the division from which the Member is discharged.</p> <p>2. The duration of a HHT is up to 5 days (6 nights) at the new location plus 2 days of travel time. The duration of a DHIT is up to 2 days (3 nights) at the new location plus 2 days of travel time.</p> <p>3. Only under exceptional circumstances will an extended HHT be considered. Approval must be obtained from the Relocation Reviewer.</p>
38	13.12 #1.d) Sundry Accountable Expenses	<p>d) Vehicle license and registration fees for a maximum of 2 vehicles</p> <p>i) Licence and registration fees;</p> <p>ii) One Safety certificate and Emissions test per automobile when they are mandatory by provincial legislation before license plates can be obtained (excluding the cost of necessary repairs);</p>	Members frequently report that this Section appears to contradict Section 11.02 NOTE #1 (sundries for the vehicle are funded from the envelope that funded the shipping).	<p><i>It is understood that only one vehicle can be moved (shipped or driven) from the Core Envelope for retiring/retired Members, therefore, based on previous direction this benefit will be administered as follows:</i></p> <p>d) Vehicle license and registration fees for 1 vehicle</p> <p>i) Licence and registration fees;</p> <p>ii) One Safety certificate and Emissions test when it is mandatory by provincial legislation before license plates can be obtained (excluding the cost of necessary repairs);</p>

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39	Appendix H Retirement Relocation Applicable and Non-Applicable Benefits	<p>Non-Applicable Benefits:</p> <p>(...)</p> <p>Extended HHT</p> <p>(...)</p>	<p>It is frequently reported by Members that this section appears to contradict Section 13.06 #3 {2009} whereby an Extended HHT can be approved by the Relocation Reviewer.</p>	<p><i>Based on previous direction it is understood that the benefit is to be administered as follows:</i></p> <p>Non-Applicable Benefits:</p> <p>(...)</p> <p>Extended HHT (<i>unless exceptional circumstances exist and DNC approval is received</i>)</p> <p>(...)</p>
40	Appendix H Retirement Relocation Applicable and Non-Applicable Benefits	<p>Non-Applicable Benefits</p>	<p>EX-equivalent Members frequently request clarification on whether all the non-applicable benefits continue to be non-applicable for them (even with the existence of a Personalized Envelope).</p>	<p><i>It is understood that although the funds are available, these benefits remain non-applicable to EX-equivalent retiring/retired Members. Therefore based on previous direction the benefit is to be administered as follows:</i></p> <p>Non-Applicable Benefits (<i>for retiring/retired Regular and/or EX-equivalent Members</i>)</p>