

Integrated Relocation Program

Relocation Policy for the Royal Canadian Mounted Police

IRP 2009

Departmental Authority:
Director, Financial Operations and Policy,
CORPORATE MANAGEMENT AND COMPTROLLERSHIP

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General Principles

Section 1

1.01. Effective Date

1. Treasury Board Secretariat of Canada (TBS) has approved the RCMP Integrated Relocation Program (IRP) effective April 1, 2009.
2. Each year on April 1st, the RCMP IRP transitions to a new governing policy year. The IRP that is in effect on the date the Member is registered with the Contracted Relocation Service Provider (CRSP) is applicable for the duration of that relocation.

1.02. Principles

1. The following principles shall guide all Members, managers, Relocation Reviewers, and the CRSP in achieving fair, reasonable and modern relocation practices throughout the RCMP:
 - a) **Trust** - increase the amount of discretion and latitude for Members, managers, Relocation Reviewers, and the CRSP to act in a fair and reasonable manner.
 - b) **Flexibility** - create an environment where decisions respect the duty to accommodate, best respond to Members' needs and interests, and consider operational requirements in the determination of relocation arrangements.
 - c) **Respect** - create a sensitive, supportive relocation environment and processes which respect Members' needs.
 - d) **Valuing people** - recognize Members in a professional manner while supporting Members, their families, and their health and safety in the relocation context.
 - e) **Transparency** - ensure consistent, fair and equitable application of the policy and its practices.
 - f) **Modern practices** - introduce relocation management practices that support the principles and are in keeping with relocation industry trends and realities; develop and implement an appropriate relocation accountability framework and structure.

1.03. Definitions

1. A principal residence will be considered **actively marketed** for sale when:
 - 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);
 - b) The principal residence listing price is consistent with the appraisal conducted in accordance with the IRP and the conditions of the market;
 - c) The Member is acting in good faith to dispose of the residence; and
 - d) No reasonable offers are refused.

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."

2. **Actual and reasonable expenses** mean:
 - a) The actual expenses incurred, supported by proof of payment, e.g. receipts and vouchers; and
 - b) The reasonable amount that the RCMP judges to be both appropriate and justifiable based on experience of what such costs should be in the circumstances, and within the limits described in the IRP.
3. **All-weather road** means a gravel or higher standard road that extends between a location and a place named in the definition of point of departure that is impassable for less than three consecutive weeks during freeze-up and three consecutive weeks during break-up periods, and includes daily ferry service.
4. **Arm's length transaction** means a transaction that is consummated between two or more non-related parties. Conversely, a non-arm's length transaction is a transaction consummated between two or more related parties.
 - a) Related individuals include direct-line descendants, as well as spouse or common-law partners, brothers, sisters, and in-laws; and
 - b) Related individuals also include non-immediate family Members such as cousins, aunts, uncles, nephews and nieces.
5. **Bridging loan** is temporary financing to allow the Member to close the purchase of the replacement principal residence at the new place of duty before sufficient funds have been received from the sale proceeds of the principal residence at the old place of duty.
6. **Business case** is a detailed analysis of the costs, benefits and risks associated with a proposed plan which offers reasonable alternatives. It provides information necessary for making a decision about whether a plan should proceed.
7. The **closing date** is the date on which the seller of a property delivers the deed and the funds change hands. It is not relevant for the purpose of determining when a residence is sold/ purchased.
8. **Commercial accommodation** is accommodation obtained in a hotel, motel, tourist home, guest cottage, campground or similar establishment that caters to the general public at predetermined rates.
9. **Commercial transportation** means transportation by air, ground transportation such as but not limited to: professional airport limousine, rental vehicle, shuttle, taxi, bus, rail or watercraft.

10. **Common-law spouse** means a person who has resided with the Member in a conjugal relationship for a continuous period for at least one year prior to the issuance of the A-22A.
11. **Contracted relocation service provider (CRSP)** is defined as a third party service provider engaged by PWGSC and the RCMP to provide specialized services in accordance with the IRP program to the relocating employee as part of their entitlement under the program.
12. **Cost relocation** means that an A-22A transfer has been issued and a relocation at Crown expense has been authorized.
13. **Crown-owned housing (COH)** means living accommodation owned, leased, rented or otherwise controlled by the Government of Canada.
14. **Dependant** means a person who resides full-time with the employee at the employee's residence and is:
 - a) the biological child, stepchild, adopted child including a child adopted by aboriginal people under the Custom Adoption Practice, or legal ward of that employee or of the employee's spouse who is both dependent on the employee for support and
 - i) under 18 years of age, or
 - ii) dependent on the employee by reason of mental or physical disability, or
 - iii) in full-time attendance at a school or other education institution that provides training or instruction of an educational, professional, vocational or technical nature.
15. **Depressed market** means a community where the housing market has decreased more than 20% since the time of purchase.
16. **Distance** means the calculated distance by the shortest usual public route using the approved software/tool stipulated in the CRSP contract.
17. **Equity** means the sale price of the residence less any existing mortgage and/or lien, not a Member's net worth. For a bridging loan, equity is based upon the difference between the appraised value and the existing mortgage on the principal residence.
18. **Exceptional circumstances** mean events that are outside the Member's control. These circumstances are considered rare and should only be considered in cases of extreme and unforeseen situations.
19. **Extended family** means immediate family (excluding spouse and dependants), a special-care dependant, live-in nanny (not paid child care), and other dependants who meet the Canada Revenue Agency definition and who must also reside in a Member's principal residence at origin.

20. **Household goods and effects (HG&E)** are the personal belongings, including the furniture, household effects, household equipment and personal effects of a Member and dependants. They do not include items not eligible to be shipped due to their hazardous nature or where excluded by IRP or otherwise restricted by household goods removal tariffs.
21. **Interim accommodation** means days for which living expenses are paid at either the point of origin and/or at destination when a Member is unable to move into the new residence.
22. **Isolated post** means a place named in Appendix A of the Isolated Posts and Government Housing Directive.
23. **Legal fees and disbursements** mean all expenses incurred through the services of a lawyer or notary public in securing clear title, fulfilling municipal and provincial property acquisition obligations, and securing financing on the purchase.
24. **Living expenses** mean the expenses incurred for food and overnight accommodation. It may also include incidental expenses such as laundry, valet service, gratuities, local telephone calls and local transportation, as specified in the IRP.
25. **Member** means a regular Member, civilian Member, special constable or special constable Member as defined in the RCMP Act.
26. **Member couple** means two Members who are married at the time of, or have lived together in a conjugal relationship for a continuous period of at least one year prior to, the issuance of the A-22A.
27. **Mobile home and double-wide removable home** are synonymous terms for the purposes of this IRP. They mean a transportable, detached, single-family dwelling which is a Member's principal residence and which contains by design the normal amenities for continuous year-round occupancy. The unit is connected to utilities and is designed to stand on a specially prepared site, although these preparations do not include a permanent foundation. The unit is designed and built to be towed or moved by road. This definition does not include a lean-to or other attached living space, fencing or similar items. Nor does this definition include travel trailers, camping trailers and the like, or any type of self-propelled vehicle such as a motor home or pick-up coach.
28. A **newly engaged Member** means a person who has been engaged as a regular Member and designated as a peace officer, or a person recruited from outside the RCMP and sworn in as a CM or S/Cst. Member. On relocation to the first place of employment, to a training site or the first place of employment after training, a person is deemed not to be a Member for the purposes of the RCMP Integrated Relocation Program, Treasury Board Travel Directive, and National Joint Council (NJC) Integrated Relocation Program (IRP) Directive. (Reference to these directives is made for the use of rates only).

29. A **non-accountable relocation allowance (NARA)** is an allowance that Members do not have to account for upon relocation i.e. receipts are not required but should be retained.
30. **Pet** means a domestic family pet that normally resides in the family home. Horses or a large number of animals, such as cattery, a kennel of dogs or a herd of sheep are not kept for companionship and as such are not considered domestic pets.
31. **Place of duty** means the location at or from which a Member ordinarily performs the duties of his/her position and in the case of a Member whose duties are of an itinerant nature, the actual building to which the Member returns to prepare/submit reports, etc., and where other administrative matters pertaining to a Member's employment are conducted.
32. **Point of departure** means Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, Sudbury, Timmins, North Bay, Thunder Bay, Toronto, Ottawa, Montreal, Quebec City, Moncton, Halifax, or St. John's, whichever is nearest to the place of duty of a Member by the most practical route to or from the place of duty.
33. **Principal residence** means a dwelling in Canada together with that portion of land (1.235 acres or less) that:
- a) Is situated at the location to which the member's Household Goods and Effects were last moved at public expense or at a location from which the member is authorized to move Household Goods and Effects where the member's Household Goods and Effects have never been moved at public expense;
 - b) Is owned by the member or the member's dependants or jointly by the member and the member's dependants; and
 - c) Was occupied by the member, the member's dependants or both, immediately prior to official notification of the transfer (as defined by Revenue Canada).
34. A **private motor vehicle (PMV)** is a serviceable motor vehicle whose cubic measurement does not exceed 20.80 cubic meters that is owned and registered by the Member or a dependant, and may be of passenger car configuration, or any other type of self-propelled vehicle mounted on a car or truck chassis, but does not include the cars of electric or steam railways or other motor vehicles running only on rails, or a motorized snow vehicle, farm tractor, or similar type of self-propelled vehicle.
35. **Private non-commercial accommodation** may include a travel-trailer, tent or a private home, but does not include commercial accommodation, public quarters, the private residence of a Member, or the private residence of a relative or acquaintance with whom a Member normally resides.
36. **Professional cleaning** means a service rendered by a company or an individual who provides cleaning services as a regular source of income. It excludes the

purchase of cleaning supplies to personally perform the cleaning. It excludes items deemed as maintenance such as chimney cleaning, furnace cleaning, etc.

37. **Purchase price** means the actual amount paid for the residence including applicable federal or provincial taxes less any rebates for said taxes as evidenced by contracts and deeds.

38. An official **receipt** for tax purposes as required by CRA shall include the following information:

- 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.

*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.

39. **Relocation** means the movement of a Member, spouse and/or dependants and HG&E from the principal residence at the old place of duty to the replacement principal residence.

40. **Replacement principal residence** means a dwelling purchased or leased at the new place of duty which will become a Member's principal residence following the relocation.

41. **Retiring Member** for the purposes of the RCMP Regulations, sec. 79(1)(a), means a Member who is entitled to an annual allowance or an immediate annuity.

42. **Self-contained living accommodation** means accommodation that is equivalent to commercial accommodation available at the same location and should include:

- a) a private, secure, single, climatically controlled room with self-contained, or adjoining washroom facilities not shared by more than one other person, complete with shower/bath, soap, towels, shower curtain and bath mat;
- b) a food preparation area, complete with at least a stove, a refrigerator and a microwave oven, as well as pots, pans, cooking utensils and eating utensils;
- c) a bed complete with bedding linens and pillows;

- d) appropriate room furnishings including a desk or table, chairs, dresser, reading lamps, clock radio, and colour television;
- e) available room cleaning services, or cleaning materials, appliances and vacuum; and
- f) Available laundry facilities, and iron and board.

NOTE: Self-contained living accommodation should be distinguished from shared self-contained living accommodation, which is not deemed to be self-contained living accommodation under this definition.

- 43. **Shared – Self-contained living accommodation** means a self-contained dwelling converted to room/dormitory accommodation and will be treated for purposes of administration as per the Treasury Board Manual, Chapter 4-1, Employee Services.
- 44. **Spouse** means husband, wife or common-law spouse.
- 45. **Temporary accommodation** means days for which living expenses are paid in accordance with the Treasury Board Travel Directive at the start or end of the voyage to the new place of duty or both.
- 46. **Training site** means "Depot" Division at Regina, Saskatchewan, or any other location where a newly engaged Member/cadet undergoes training prior to relocation to his/her first place of duty.
- 47. **Transfer** means the movement of a Member from one position to another within the RCMP.
- 48. **Travel trailer** means a trailer towed behind a vehicle, by means of a bumper or frame hitch, and is designed to provide temporary living accommodation for recreational, camping or travel use. It is of such size or weight as not to require special highway movement permits when towed by a motor vehicle.
- 49. **Travelling expenses** mean the transportation and living expenses incurred en route to the new place of duty.

1.04. Acronyms

- 1. ATV All-Terrain Vehicle
- 2. CERC Canadian Employee Relocation Council
- 3. COH Crown Owned Housing
- 4. CM Civilian Member
- 5. CRA Canada Revenue Agency
- 6. CRSP Contracted Relocation Service Provider

7. CV	Curriculum Vitae
8. DHIT	Destination Home Inspection Trip
9. DNC	Departmental National Coordinator
10. FAA	Financial Administration Act
11. FMM	Finance Management Manual
12. FSD	Foreign Service Directives
13. GST	Goods & Services Tax
14. HEAP	Home Equity Assistance Program
15. HGRS	Household Goods Removal Service
16. HG&E	Household Goods and Effects
17. HHT	House Hunting Trip
18. HSA	Home Sale Assistance
19. HST	Harmonized Sales Tax
20. IAM & MRA	Interim Accommodations, Meals & Miscellaneous Relocation Allowance
21. IPGHD	Isolated Posts & Government Housing Directive
22. IRP	Integrated Relocation Program
23. LDP	Limited Duration Post
24. LTS	Long-term Storage
25. MLIP	Mortgage Loan Insurance Premium
26. NARA	Non-Accountable Relocation Allowance
27. NJC	National Joint Council
28. PMV	Private Motor Vehicle
29. PST	Provincial Sales Tax
30. PWGSC	Public Works & Government Services Canada
31. RM	Regular Member

- 32. RSA Rental Search Agency
- 33. TBS Treasury Board Secretariat
- 34. TDRA Temporary Dual Residence Assistance

1.05. Purpose and Scope

1. It is the objective of the RCMP to enhance the mobility of a Member by assisting in the relocation process so that it is carried out:
 - a) With minimal impact on RCMP operations;
 - b) With minimal detrimental effects on the Member and his/her family;
 - c) In the most efficient fashion; and
 - d) At the most reasonable cost to the Crown.
2. The IRP is applicable when the Member has been issued an A-22A and a relocation at Crown expense has been authorized (See Section 1.07 for the criteria of a relocation at Crown expense).
3. The IRP is also applicable to retirement relocations and relocations which are necessary due to the death of a serving Member.
4. The IRP does not apply to relocations to or from Canada and another country or relocations taking place between two points outside Canada. These relocations are governed by the Foreign Service Directives (FSD).

NOTE: The exceptions are provisions for retiring Members who plan to retire from postings outside of Canada (Section 13.13) or who plan to retire to locations outside of Canada (Section 13.04.2).

5. The IRP and any limitations thereto are published as policy and not as permissive guidelines. It allows Members to make choices based on their specific needs. However, those choices shall not extend benefits or create entitlements. Discretion, be it at the Member, CRSP or departmental level, will be confined to those provisions where discretion is specifically authorized.
6. The provisions under the IRP will provide for legitimate expenses only, without opening the way for personal gain or for the underwriting of extravagances.
7. Members who have been issued an A-22A must provide the required information to the Relocation Reviewer. The Relocation Reviewer will register the Member with the CRSP. Should a Member choose not to be registered with the CRSP, he/she forgoes all benefits that may have been available under the IRP.
8. Members should not engage in any relocation activities (i.e. sale of residence, house hunting trip, purchase of new residence, etc.) prior to being authorized a cost

relocation, contacting their regional Relocation Reviewer and being registered with the CRSP.

9. When selecting a third party service provider, the Member will ensure that an arm's length relationship exists.
10. A Member will not be able to claim relocation expenses that are incurred before the A-22A has been issued or the 1733 has been signed by the CO/Delegate unless approved by the DNC/delegate.
11. A cost relocation must be completed within 24 months from the date that the A-22A was issued.
12. The Retirement Relocation must be completed within 24 months of the date the Member retired from the RCMP as indicated on the 1733. Provisions for a 1-year extension are outlined in Section 13.
13. Reimbursements will be based on actual and reasonable relocation expenses in keeping within justifiable use of public funds and the provisions of the IRP.
14. 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.
15. Some relocation benefits may be taxable benefits. It is the Member's responsibility to keep receipts and adequate records to substantiate any expense in the event of an audit by the Canada Revenue Agency (CRA). Details in this regard can be provided by the CRSP.
16. A tax information slip or relevé 1 will be issued for income-tax purposes for some relocation related expenses paid to or on behalf of the Member that are deemed a taxable benefit by the CRA. Information regarding the taxation of relocation benefits is available through the CRSP.
17. Any relocation expenditure not reimbursed by the RCMP or the CRSP may be allowed by the CRA. The Member may be able to claim these expenses on his/her income tax return.
18. When the interpretation of the IRP by the CRSP and the Member differs:
 - a) The Member must request this interpretation in writing;
 - b) The Relocation Reviewer is to be consulted for clarification on interpretation provided;
 - c) Expenses resulting from misinterpretation or mistakes may not be reimbursed;
and

- d) Any funds paid to the Member in error must be returned by the Member immediately upon request by the CRSP or the RCMP.

19. The relocation of a mobile home is restricted to Members who owned a mobile home prior to April 1, 2003. Mobile homes purchased after April 1, 2003 will not be relocated or stored at public expense.

- a) Mobile homes that will be relocated at Crown expense must conform to provincial dimensions when in transit.
- b) The relocation of mobile homes is restricted to locations having access by all-weather roads.

1.06. Eligibility

1. The IRP outlines the various benefits available to a Member who has been issued a transfer and has been authorized a cost relocation within Canada as a consequence of employment with the RCMP, subject to Section 1.07.
2. The spouse and/or dependant(s) of a Member who dies while in the service of the RCMP will be relocated under the IRP subject to the following:
 - a) The spouse and/or dependant(s) may choose to be relocated anywhere within Canada; and
 - b) An extension to the 24 month completion provision may be approved by the DNC/delegate.
3. The relocation of newly engaged Members and re-engaged Members will be governed by the provisions as outlined in Financial Management Manual (FMM) 9.5.
4. The relocation of a Civilian Member (CM) converting to a Regular Member (RM) who graduates from Depot will be governed by the provisions of the IRP.
5. Retirement relocations will be governed by the provisions outlined in Section 13 only.
6. Member Couples
 - a) For a Member couple living in same principal residence at the old place of duty who is transferred to the same or nearby new place of duty and plan to live in the same replacement principal residence, the IRP will apply to only one Member and a spouse, not two separate Members.
 - b) For a Member couple living in same principal residence at the old place of duty who is transferred to different new places of duty which are not within commuting distance and plan to live in separate replacement principal residences, the IRP will apply to two separate Members.
 - i) For funding purposes, the Members will be considered as single Members;

- ii) For funding purposes, if the Members are homeowners, one will be considered the homeowner and the other will be considered a renter;
 - iii) Disposal costs for only one principal residence at old place of duty will be paid or reimbursed.
- c) For a Member couple living in separate principal residences at different old places of duty who is transferred to the same or nearby new place of duty and plan to live in the same replacement principal residence, the IRP will apply to only two separate Members.
- i) For funding purposes, the Members will be considered as single Members.
 - ii) Purchase costs of only one principal residence at the new place of duty will be paid or reimbursed.
- d) For a Member couple living in separate principal residences at different old places of duty who is transferred to different new places of duty which are not within commuting distance and plan to live in separate replacement principal residences, the IRP will apply to two separate Members.
- i) For funding purposes, the Members will be considered as single Members.
- e) See Appendix C for a graphical representation of the Member Couple scenarios.

1.07. Relocation at Crown Expense

A relocation at Crown expense will only be issued as a result of an official transfer issued by RCMP Staffing and Personnel, retirement or the death of a Member in service with the RCMP. The following are the types of relocations that may be issued:

1. Regular Relocation - Only authorized by RCMP Staffing & Personnel if the following conditions are met:
 - a) The distance between the old place of duty and the new place of duty is at least 40 km; and
 - b) The distance between the residence at origin and the new place of duty is at least 40 km.
2. Local Relocation
 - a) A relocation that does not meet the conditions of a Regular Relocation is considered a Local Relocation.
 - b) Local Relocations will only be paid by the Crown when:
 - i) There is a documented requirement for the Member to relocate and live near the new place of duty; and
 - ii) The relocation is authorized by the CO/delegate for operational reasons; or
 - iii) The Member must vacate COH.

3. Retirement Relocations
 - a) Retirement Relocations at Crown Expense will only be authorized if the conditions in Section 13.04 are met.
4. Relocating the Surviving Spouse and/or Dependant(s)
 - a) When a Member dies in the service of the RCMP, the surviving spouse and/or dependant(s) are entitled to full IRP relocation benefits under the following conditions:
 - i) The deceased Member, surviving spouse and/or dependant(s) were transferred at Crown Expense to a location other than his/her area of engagement sometime during his/her career with the RCMP; and
 - ii) The relocation is within Canada.
5. Member Requested Transfer
 - a) A Member requested transfer is not mandatory. The Member must understand that he/she may not be entitled to any of the financial assistance and benefits provided under the IRP. The benefits, if any, must be:
 - i) Formally agreed to in writing by RCMP Staffing and Personnel and the Member;
 - ii) Clearly outlined in writing and strictly adhered to; and
 - iii) Not exceed any of the limitations outlined in the IRP.
 - b) The Member will not be registered with the CRSP.
 - c) Although a Member requested transfer is not governed by the IRP, the Relocation Reviewer may seek the support and guidance of the DNC/ delegate.
6. If a Member's spouse is employed by another federal department, the costs may be shared by the RCMP and the other department when it is to their mutual advantage and when prior arrangements have been made.
7. If a Member's spouse, who works for an organization other than the federal government, is transferred and the Member is subsequently transferred to the same or nearby place and they plan to live in the same replacement residence, the RCMP may cover only the costs, in accordance with the IRP, that the spouse's employer did not cover.
8. After being authorized a cost relocation, if the Member's replacement principal residence is less than 40 km (by the shortest usual public route) closer to the new place of duty than his/her previous residence, all relocation benefits may be deemed taxable by CRA (See definition of "eligible relocation" outlined in Section 248. (1) of the *Income Tax Act*).

- a) The formula for calculating the distance, to determine if relocation benefits will be taxable, is:

Distance in kilometres between former home
and new place of work = _____ km

Distance in kilometres between new home and
new place of duty = _____ km

Line 1 minus line 2 = _____ km

- b) Local Relocations are an exception to this rule only if there is an operational requirement for the Member to live at or near his/her new place of duty.
- c) The CRSP will be able to advise if the relocation benefits will be deemed a taxable benefit.

1.08. Responsibilities

1. RCMP

- a) Once a Member has been issued a cost relocation, the RCMP and/or the CRSP may reimburse the Member or pay on behalf of the Member actual and reasonable relocation expenses, within the limits of the IRP.
- b) The RCMP may reimburse the Member for a wide range of relocation expenses. However, these expenses must be directly attributable to the relocation, reasonable and justifiable.
- c) Employees who recommend, authorize, interpret, process payment, review, and audit expense claims/benefits are considered as management for the purposes of this program and should be familiar with:
- i) RCMP Regulations;
 - ii) Financial Administration Act (FAA);
 - iii) Isolated Posts and Government Housing Directive (IPGHD);
 - iv) Treasury Board Travel Directive;
 - v) Household Goods Removal Service Contract; and
 - vi) Integrated Relocation Program 2009

2. Member

- a) The Member is responsible to know the applicable policies and ensure that any claims comply with the policies.
- b) The Member should not enter into a contract for services prior to consultations with the CRSP.

- c) Unless other arrangements are made, a Member is expected to effect his/her relocation within a reasonable amount of time. Upon arrival at the new place of duty, the Member is required to report for duty the next work day.
- d) A Member has to ensure that the relocation of his/her spouse, and/or dependants and HG&E are coordinated as closely as possible with the reporting/post implementation date/the disposal of the residence at old place of duty (either rented or owned) and the occupancy of the replacement principal residence.
- e) Within 21 days after receipt of the A-22A and authorization to relocate, the Member must:
 - i) Contact the Relocation Reviewer;
 - ii) Register with the CRSP; and
 - iii) Follow the process outlined by the CRSP for appraisal and relocation services.
- f) Within 15 working days of receipt of the appraisal, the Member must elect one of the following:
 - i) Sell the residence;
 - ii) Retain the residence and take the Real Estate Incentive; or
 - iii) Retain the residence without the Real Estate Incentive.

NOTE: The retention of the principal residence and the Real Estate Incentive are forfeited the moment the principal residence is placed for sale and such, no attempts to “try” the Real Estate market will be granted.
- g) If the Member elects to sell the residence but needs to delay the sale:
 - i) A request for delay of sale must be submitted to the Relocation Reviewer for furtherance to the DNC/delegate for pre-approval;
 - ii) The request for delay of sale must clearly explain why the Member is seeking a delay of sale;
 - iii) The Member must complete and sign the form “Request to Delay Sale of Principal Residence” (See Appendix D); and
 - iv) If the 24-month period to complete the relocation expires as a result of a delay of sale and the residence at old place of duty remains unsold, the election to sell will automatically be converted to an election to retain the residence without the Real Estate Incentive.
- h) If the Member elects to retain the residence without the Real Estate Incentive, he/she must:
 - i) Complete and sign the form “Retention of Principal Residence at Old Place of Duty” (See Appendix E); and
 - ii) Understand that the cost to dispose of the residence will not be paid by the Crown until a subsequent cost relocation has been issued and if it is deemed

to be the principal residence of the Member at that time. Upon a subsequent cost relocation, a new appraisal of the residence will be conducted.

- i) If the Member elects to retain the residence and accept the Real Estate Incentive, he/she accepts the following conditions:
 - i) The Member must sign a waiver foregoing any future reimbursement of real estate fees, legal fees or other related disposal costs for the property. Should a Member choose to re-occupy this residence on a subsequent relocation, the residence would be designated as a principal residence for any further relocation that might occur after re-occupancy (See Appendix F).
 - ii) A Member who would not incur a real estate commission in the sale of his/her residence is not entitled to the Real Estate Incentive (e.g. co-op bylaws preclude charging a real estate commission on the sale).

1.09. Cancellation of Relocation

1. RCMP Requested Cancellation

- a) Should the RCMP cancel the transfer, the Relocation Reviewer is authorized to reimburse the Member for relocation related expenses incurred before the transfer was cancelled by the RCMP. Reimbursable expenses will vary according to the stage of the relocation.
- b) Upon notification of cancellation, it is the responsibility of the Member to terminate any arrangements in progress except for the removal of HG&E. These will be cancelled by the Relocation Reviewer.

2. Member Requested Cancellation

- a) If the Member requests that his/her relocation be cancelled for personal reasons, he/she may be required to reimburse all or part of the relocation expenses incurred.
- b) The Member may be responsible for expenses that have been incurred by third-party service provider that have not been paid by the RCMP.
- c) If the cancellation is due to exceptional circumstances, the Member should submit a business case, detailing the circumstances, to the Relocation Reviewer for furtherance to the DNC/delegate for review and approval.
- d) The DNC/delegate must be notified by the Relocation Reviewer of all Member requested cancellations for the purposes of determining if expenses will be recovered from the Member.

1.10. Date of Purchase/Sale of Principal Residence

- 1. An agreement of purchase or sale must be in writing and signed by both parties to be enforceable. The date an agreement of purchase or sale becomes binding is:

- a) If there are no conditions, the date the offer is accepted; or
 - b) If there are conditions, the date the conditions are met or removed.
2. The closing date is the date on which the seller of a property delivers the deed and the funds change hands. It is not relevant for the purpose of determining when a residence is sold/ purchased.

1.11. Common Relocation Benefits

1. Meals

- a) Members, spouses and/or authorized dependants will be paid a meal allowance for each full day in commercial or private non-commercial accommodation as per the Treasury Board Travel Directive rates and within the limitations of the IRP.
- b) A meal allowance will not necessarily be paid for each full day in commercial accommodation if the accommodation is self-contained.

2. Accommodation

- a) Accommodation provisions will comply with the current Public Works & Government Services Canada (PWGSC) Accommodation and Car Rental Directory.
- b) The number of hotel/motel rooms a Member is entitled to throughout the IRP (i.e. HHT, TNL, etc.) is based on family size. The following table outlines the room entitlement:

Family Size	Room Entitlement
1	1
2	1 room, or 2 rooms (if dependant and not spouse)
3 to 5	2 rooms
6 or 7	3 rooms
8 or more	4 rooms

NOTE: In all cases, extra room entitlement exists when the dependent children over 12 years of age are of different genders.

- c) When a Member chooses to upgrade his/her commercial accommodation beyond the limits of the PWGSC Accommodation and Car Rental Directory, the cost of the upgrade will be funded from the Personalized Envelope.

- d) 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.
- e) A Member who elects to stay in private non-commercial accommodation may claim for the private non-commercial accommodation allowance of \$50 per night for each night private non-commercial accommodation is occupied.
 - i) This allowance is payable per family unit and not per individual family member.
 - ii) A Member who stays in his/her own residence is not entitled to this allowance.

3. Transportation

- a) All commercial transportation arrangements must be made via the Government's contracted travel services. There will be no reimbursements from the Core or Customized Envelopes for travel arrangements made outside of this service provider.
- b) A Member will be reimbursed actual and reasonable expenses for road, ferry, bridge, tunnel tolls and parking charges. These expenses will be reimbursed from the same funding envelope in which the kilometric allowance is funded (i.e. toll costs incurred for a second vehicle will be funded from the Customized/Personalized Envelope).

NOTE: Ferry charges may include a berth/cabin, etc. when overnight travel is required.

- c) The size of rental car is based on family size. The following table outlines the rental car size entitlement by family size:

Family Size	Rental Car Entitlement
1 to 3	Mid-size / Intermediate
4	Full size
5 or more	Mini van

- i) Car rental provisions will comply with the current Public Works & Government Services Canada (PWGSC) Accommodation and Car Rental Directory.
- ii) When renting a vehicle, a government issued designated travel card should be used to pay for rental expenses or vehicle insurance should be purchased.
- iii) Drop off fees shall be reimbursed from the same funding envelope from which the rental vehicle was authorized.

4. Household Goods and Effects (HG&E)

- a) Shipment of HG&E provisions will comply with the current Household Goods Removal Service (HGRS) contract.
- b) Any damage sustained to a Member's property in transit or storage must be claimed through the HGRS contracted service provider.

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) Core Envelope
 - Actual and reasonable expenses up to a maximum of \$100 per residence (excluding taxes).
 - ii) Customized Envelope
 - Actual and reasonable expenses up to an additional \$100 per residence (excluding taxes).
 - iii) Personalized Envelope
 - Expenses in excess of *Core* and *Customized Envelopes*.

1.12. Exceptional Circumstances

1. The CRSP or the Member must seek authorization from the Relocation Reviewer on all requests for reimbursement of relocation related expenses that fall within the intent of the IRP, but whose exceptional circumstances have not been specifically addressed.
2. If the Relocation Reviewer does not have the authority to authorize the request, the Relocation Reviewer must submit a business case to the DNC/ delegate for review.
3. Any request for reimbursement of relocation expenses not specifically allowed for within the IRP must be approved by the TBS.
4. In exceptional circumstances, the DNC/delegate may post authorize relocation expenses incurred up to 30 days prior to the issuance of the A-22A.

1.13. Decision Review

1. In cases of alleged misrepresentation or interpretation, grievance procedures as outlined in the Royal Canadian Mounted Police Act will apply. In cases where the Alternative Dispute Resolution process is used, the outcome will be submitted to the DNC/delegate for review and approval.

Funding Envelope Formulas

Section 2

2.01. Purpose

1. If a Member is authorized a cost relocation, the RCMP will pay, or reimburse the Member, for relocation related expenses from three funding envelopes. The funding formulas establish the amount of funding that is available to the relocating Member.

2.02. Principles

1. The IRP is comprised of the following funding components: Core, Customized, and Personalized Envelopes.
2. While the use of all the components of the Core Envelope is not mandatory, unused benefits cannot be exchanged or assigned a monetary value to pay for other core benefits or added to the Customized or Personalized Envelopes. Members who do not use core benefits forfeit them.
3. Should all the available funds in the Customized Envelope not be required, the unused balance will remain with the RCMP. Unused benefits cannot be used to increase or to justify an increase to other benefits that are needed by the Member.
4. Should the Member's requirements exceed the funds available in the Customized Envelope, he/she may be able to draw-down funds from the Personalized Envelope, subject to the required approvals and availability of funds.
5. The balance in the Personalized Envelope, less applicable deductions, will be paid to the Member at the conclusion of the relocation process.

2.03. Core Envelope

1. This envelope funds the payment or reimbursement of eligible basic relocation related expenses.
2. Members who do not use Core Benefits shall forfeit them.

2.04. Customized and Personalized Envelopes

1. These envelopes fund the reimbursement of eligible relocation expenses up to the value calculated by the Customized and Personalized Envelopes funding formulas.
2. The Customized and Personalized Envelopes allow the Member to claim other elements of a move that are not covered under the Core Envelope. They provide the Member flexibility to choose items that best meet their relocation needs. These benefits are funded subject to the availability of funds.

3. Relocation expenses which are funded from both the Customized and Personalized Envelopes will be charged first against the Customized Envelope. Relocation expenses which exceed the available funds in the Customized Envelope will then be funded from the Personalized Envelope.
4. Expenditures which are considered personalized benefits (as indicated in the appropriate Section within the IRP) are only funded from the Personalized Envelope.
5. All unused Customized Envelope funds are retained by the RCMP.
6. The Personalized Envelope is intended to fund legitimate relocation expenses that are considered attributable, but not critical, to the relocation. Expenses that fall within the intent of the IRP may be claimed from the Personalized Envelope and may be approved by the CRSP. The expenses must be clearly reasonable and justifiable.
 - a) The Personalized Envelope is a Member's money and may or may not be used to enhance the relocation. The Member will have the final decision on how the Personalized funds are expended.
 - b) Reimbursement of relocation costs over and above pre-negotiated rates and limits cannot, under any circumstances, be reimbursed from the Personalized Envelope.
 - c) The balance in the Personalized Envelope is paid to the Member less applicable deductions.

2.05. Envelope Funding Formulas

1. Core Envelope

There is no funding formula for the Core Envelope.

2. Customized Envelope

The funding formula for the Customized Envelope is based on the following three elements:

a) Real Estate Commission or Rent

- i) The first element used to calculate the Customized Envelope depends on the accommodation status of the Member at the time the A-22A is issued:
 - Homeowner: The greater of \$1,000 OR 35% of the applicable real estate commission, based on the appraised value of the residence, to a maximum of \$5,250 (applicable taxes excluded)
 - Renter: A renter at origin will be credited with \$1,000.

NOTES:

1. The funding envelope provided to a residence owner is greater because the expenses associated with buying/selling a residence are considered greater than those of a renter disposing of or acquiring rental accommodation.
2. In the event that a Member's principal residence is sold within the time that a cost relocation has been issued and the consultation with the CRSP has not been completed, the sale price will be used in lieu of an appraisal to establish the funding envelope.

b) Transportation of Members, Spouse and/or Dependants

- i) The second element used to calculate the Customized Envelope is the cost of one-way transportation to the new place of duty location for the Member, spouse and/or family. The calculation is based on the one-way distance between the former and new place of duty as determined by the agreed upon commercial distance calculator software and the following formula.

Formula: (Distance x Current Department of Finance kilometric rate x Family Size) × 35%

- ii) Where the transportation costs of the Member, spouse and/or dependants (where applicable) are assumed by the RCMP, as is the case for a Member flown in and out of the Isolated Post place of duty via Crown-owned aircraft, the Member will not be entitled to this element of the Customized Envelope. Therefore, the mileage calculation for transportation of the relocation will not apply.

c) Transportation of Household Goods & Effects

- i) The third element used to calculate the Customized Envelope is based upon the cost of shipping an average of 1,000 lbs (453.60 kg) of HG&E per room from one location to another. This does not include the shipment of vehicles for calculation purposes.

1 kg = 2.2046 lbs.

Formula: 35% x cost to ship HG&E per qualifying rooms (based on a zone-to-zone matrix).

- ii) A Member renting a room(s) in a residence is entitled to the shipment of HG&E. The qualifying room is the greater of the number of rooms rented or the percentage of the rooms rented based on amount paid, (i.e. 3 people rent a 3-bedroom house and rent is based on a room then there is one qualified room. If the rental formula is based on the entire premises divisible by the number (3) of shared tenants, then a Member is entitled to 1/3 of the entire number of rooms).

NOTES:

- The cost to ship HG&E applies to articles shipped under the Core Envelope which the moving firm will accept on a straight-weight basis only (Policy Centre confirmed rates).
- In cases where labourers are flown into remote communities for packing, this cost will be excluded from the formula configuration being used.

3. **Personalized Envelope**

The funding formula for the Personalized Envelope is based on the following three elements:

a) **Non-Accountable Relocation Allowance (NARA)**

- i) The Member (other than an EX- or equivalent) will receive a Non-Accountable Relocation Allowance (NARA) credited to the Personalized Envelope in the amount of \$650. Receipts are not required by the RCMP but should be retained for taxation purposes.
- ii) The NARA is used to offset the costs not specifically reimbursed under the IRP. For example:
 - Food which cannot be shipped, e.g. frozen food, perishables;
 - Household goods which cannot be shipped, e.g. paint and building materials;
 - Connection and disconnection of electrical appliances and preparation for shipment, i.e. blocking drum in washer, securing stereo turntable;
 - Disassembling and assembling of garden and patio furniture;
 - Removal or installation of valance boxes, curtain rods, wall hooks, clocks and wall mirrors;
 - Taking up or relaying hall runners;
 - Labour of altering and re-hanging existing drapes and curtains;
 - Purchase of new school books required part way through year due to change of location;
 - Non-cancellable portions of fees such as insurance and local clubs and associations;
 - Tuning of pianos;
 - Photocopy and transmittal costs for transcripts of academic records for the Member or his/her children;
 - Replacement of propane tank;
 - House plants; and

- Other minor out-of-pocket expenses.
- iii) Although no receipts are required, the Member must sign a statement to certify that the funds were spent as intended.
- b) Real Estate Incentive**
- i) A Member who elects not to sell his/her residence or to sell the residence privately at the former place of duty may have 80% of the real estate commission fees transferred to the Personalized Envelope (taxes excluded). The amount is calculated on the appraised value times the pre-negotiated real estate commission rates times 80%, up to a maximum of \$12,000.
- ii) The Member can choose the Real Estate Incentive or the costs to sell the residence privately, but not both.
- c) Relocation Allowance**
- i) A Member who is authorized a cost relocation may receive a Relocation Allowance which will be credited to the Personalized Envelope.
- ii) The Relocation Allowance is based on 1/12th of the annual salary effective on the date that the A-22A was issued.
- iii) A Member being relocated as a result of a promotion to an EX-equivalent category is entitled to the EX provisions under Section 12.
- iv) 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.
- d) Savings from Shipping Fewer Household Goods and Effects**
- i) A Member who ships household goods and effects below the established weight threshold may transfer to his/her Personalized Envelope, 80% of the savings resulting from shipping weight below this threshold. The weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from the weight factor.
- ii) In those instances where the Crown incurs storage costs (long-term storage), there will be no transferable savings for shipping under the threshold. Also, when there is no shipment of household goods and effects (via government-licensed contracted commercial carriers), there will be no transferable savings for shipping under the threshold.
- iii) Members who are proceeding unaccompanied OR not shipping their entire household effects are not entitled to this benefit.
- e) Savings from a Shorter HHT**
- i) A Member who is authorized to drive and completes the HHT in less than the normal length HHT of 5 days, may transfer 100% of all accommodation, meals and incidental savings for unused days (capped at \$250) to the

Personalized envelope. For calculation purposes, a normal HHT consists of the following:

- 5 days' meals (HHT) + 2 days (travel status)
 - 5 nights' accommodation (HHT) + 1 night accommodation (travel status)
 - 5 days' incidental allowance (HHT) + 2 days incidental allowance (travel status)
- ii) When driving more than 650 km one way, approval must be obtained by the Regional Relocation Reviewer. Must be cost efficient – additional time to be annual leave/compensatory time off. When there is no commercial alternative and the Member necessarily has to drive more than 650 km one way, the Regional Reviewer can approve the second day.

Example: A Member and spouse who departed on Sunday (travel time) and returned on Thursday (travel time) would have used 3 days' meals and 3 nights' accommodation. Therefore, the Member could transfer the cost of 2 days' meals and 2 nights' accommodation and 2 days' incidentals up to a maximum of \$250 to the Personalized Envelope.

NOTE: Only applicable to a Member who drives.

f) Savings from Reducing Long-Term Storage Costs (for appliances only)

- i) A Member transferred to an Isolated Post who moves into COH where it is impossible to normally accommodate the major appliances is entitled to long-term storage (LTS) at public expense.
- ii) A Member who makes alternate arrangements (disposal or decide not to store the major appliances at public expense) may transfer, to the Personalized Envelope, 80% of the storage costs of one set of appliances to a maximum of 24 months based on industry weight averages.

NOTE: Industry averages have determined that the current cost of storing one complete set of appliances (dishwasher, dryer, freezer, refrigerator, stove/range, and washer) for one year is \$450. This amount may be adjusted by the Relocation Reviewer based on actual contractual cost.

g) Savings from Reducing Commercial Accommodation Costs

- i) If there is an entitlement to more than one room funded from the Core Envelope, Members are eligible for reimbursement of the private non-commercial accommodation incentive of \$50 per night per family unit in lieu of their entitlement to additional rooms. This savings incentive is applicable during HHT, DHIT, TNL and IAM&MRA.

NOTE: If a suite is taken in lieu of two or more rooms, the Member does not qualify for the \$50 incentive per night.

- ii) The \$50 savings incentive per night will be transferred to the Personalized Envelope.
- iii) This incentive is not applicable to a retiring Member.

Sale of Principal Residence

Section 3

3.01. Purpose

1. The purpose is to assist Members in the sale of a principal residence at the former place of duty when transferred from one place of duty to another.

3.02. Funding Overview

1. The benefits outlined in this Section are funded from the Core, Customized, and Personalized Envelopes as follows:

Benefit	Core Envelope	Customized Envelope	Personalized Envelope	Section Reference
Real Estate Commission	Up to pre-negotiated rates			
Appraisal Fees	Up to pre-negotiated rates; Second appraisal if deemed necessary by the DNC/delegate		Second appraisal if requested by Member	3.05
Mortgage Breaking Penalty (not able to port mortgage subject)	Lesser of 3 months interest plus administrative fees or \$5,000		In excess of amounts paid under <u>Core Envelope</u>	3.06
Mortgage Breaking Penalty (chooses not to port mortgage)			Lesser of 3 months interest plus administrative fees or \$5,000	3.06
Legal Fees and Disbursements	Up to pre-negotiated rates			3.07
Land Survey	Actual costs			3.07

Attending Fees or Power of Attorney	Actual expenses			3.08
Building/Structural Inspection		Up to pre-negotiated rates		
Home Equity Assistance Program (HEAP)	80% of qualifying loss up to \$15,000	Remaining qualifying loss	When all custom funds have been expended	3.09
Home Sale Assistance (EX equivalent)	Actual expenses			12.02
Depressed Market Sale	100% of qualifying loss			3.10
Capital Improvements		Actual expenses	When all custom funds have been expended	3.11
Private Sale	Actual expenses			3.13
Marketing Incentives		Actual expenses	When all custom funds have been expended	3.15
Professional Cleaning of Residence	Up to a maximum of \$100 (taxes excluded)	An additional \$100 (taxes excluded)	Remaining expenses	1.11.5

3.03. Occupancy Requirements

1. The IRP benefit for the reimbursement or payment of expenses associated with the sale of a residence is subject to one of the following requirements:
 - a) The Member, spouse and/or dependant(s) occupied the residence as their principal residence immediately prior to the A-22A and relocation being issued,

the 1733 being signed by the CO for pre-retirements, or the discharge date for retired Members; or

- b) The Member can demonstrate that he/she had purchased the residence within the last six months with the intention of living in it, but had not taken possession of the residence due to the terms of the purchase agreement or exceptional circumstances beyond his/her control.

NOTES:

- i) For the purposes of the funding envelopes, the Member will be considered a renter;
- ii) The Member can only claim the disposal costs for the residence;
- iii) The Real Estate Incentive is not available on the residence; and
- iv) The Home Equity Assistance Program benefit is not available on the residence.

3.04. Lot Size

- 1. The amount that the Member may claim from the Core Envelope for the costs associated with the sale of a residence is limited to a lot size of not more than 1.235 acres (0.5 hectare) or up to 4 acres (2.47 hectares) where required by zoning laws and city bylaws.
- 2. If additional land or acreage is sold as a parcel with the principal residence, the Member will only be reimbursed for the portion of the costs that would have been reimbursed within the above limitations.

3.05. Appraisal Fees

- 1. The Member may claim for the cost of an appraisal up to the pre-negotiated rates.
 - a) Core Envelope
 - i) One professional appraisal not exceeding IRP pre-negotiated rates. A second appraisal can be funded from the Core Envelope only when requested by the DNC/delegate in exceptional circumstances. An average of the two will be used.
 - b) Personalized Envelope
 - i) A second appraisal when requested by the member and deemed necessary by the DNC/delegate.
- 2. There are two different types of appraisals:
 - a) To further assist in establishing market value to facilitate disposal, a standard residence industry appraisal reflecting the typical turnover period for properties of the type being appraised in a given sector or community is required. This will be administered when HEAP is not expected.

- b) For specific relocations only, where there is a possibility that HEAP may be claimed, a Canadian Employee Relocation Council (CERC) standard residential appraisal is required.
- 3. If the property being sold is larger than what is outlined in Section 3.04., the appraisal must identify the value of the residence and property covered by the IRP separately from the value of the portion that exceeds the limitations.
- 4. If the Member purchased the residence within the last two months, the purchase price can be used and a new appraisal will not be required.
- 5. When more than one appraisal is obtained, an average of the appraised values will be used.

3.06. Mortgage Breaking Penalties

- 1. The Member should be aware that terminating a mortgage is not always necessary when selling a residence. The primary focus is to ensure the portability of mortgages whenever possible. Members are expected to port their mortgage and make every effort to minimize this expense.
- 2. The Member may claim for an administration fee for setting up a mortgage or porting a mortgage if charged. The administrative fee is to be funded from the same envelope which funded the penalty.
- 3. The Member may claim for a mortgage early repayment penalty to the lesser of an amount not exceeding 3 months interest plus any administrative charges by the financial institution, or \$5,000. Reimbursement using funds from the Core Envelope is contingent on the portability of the mortgage.

3.07. Legal Fees and Disbursements

- 1. The Member may claim expenses associated with obtaining clear title to the property for sale funded from the Core Envelope as follows:
 - a) Land survey costs, if Member's lawyer or notary certifies that:
 - i) The last survey is more than five years old; or
 - ii) There have been observable changes to the lot since the last survey; or
 - iii) The seller is required by law to provide a survey.
 - b) Charges levied by a lender for the disposal of a first or second mortgage on the property, but not both.
 - c) Legal fees necessarily incurred as the result of deed transfer to Land Titles System.

d) Municipal fees associated with municipal name changes for tax rolls.

3.08. Attending Fees and Power of Attorney

1. If the Member is unable to be present at the closing of the residence at the former place of duty, the Member should inquire if the document can be faxed to the local detachment, signed, and returned by fax.
2. If the above steps are not available to the Member, Attending Fees or Power of Attorney may be claimed from the Core Envelope subject to the following:
 - a) Member was prevented from being present for operational reasons. This needs to be certified by the Member's next commander to the CRSP, through the Relocation Reviewer.
 - b) Member was prevented from being present because he/she was traveling to the new place of duty. This needs to be certified by the Relocation Reviewer to the CRSP.
 - c) Approval of the Attending Fees or Power of Attorney resulting from exceptional circumstances other than in Section 3.08.2.a) or 3.08.2.b) must be approved by the DNC/Delegate.

3.09. Home Equity Assistance Program (HEAP)

1. All requests for HEAP must be pre-approved by the DNC/Delegate.
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)
 - a) Core Envelope
 - i) 80% of qualifying loss up to \$15,000
 - b) Customized/Personalized Envelopes
 - i) Remaining qualifying loss
3. The original purchase price may be increased for amounts spent for eligible capital improvements (see Section 3.11).
4. It is the responsibility of the Member to ensure all possible effort is made to prevent the need for HEAP. If an equity loss is a direct result of neglectful actions of the Member (e.g. ignoring advice from the CRSP, and building a house in a declining market with no existence of comparable housing) the claim for HEAP may be reduced or rejected.
5. Any reduction in the sale price based upon deferred maintenance will not be allowed when calculating HEAP.

EXAMPLE: Inspection of residence reveals that furnace must be replaced. If the asking price is reduced in lieu of replacing the furnace, this amount is excluded under HEAP.

6. HEAP is not applicable to EX-equivalent Members.

3.10. Depressed Market Status

1. The Member and the realtor must build a business case for depressed market status (20% or higher decline in the real estate market) approval by submitting the following documentation to the CRSP for furtherance to the DNC/delegate for authorization by the Project Authority at Treasury Board Secretariat.
 - a) Personal introduction including an outline of changes in the local economy evident during the time at origin.
 - b) All pertinent information with respect to the purchase of the subject property. This would include the original purchase agreement, the current appraisal report, list of the capital improvements made to the property and the related costs. Also, the appraised value when originally purchased and any property assessments since the time of purchase. Regarding cost of construction, this will require submission of original receipts to confirm the original purchase price, if a building contract was not used. Capital improvements must be supported by original receipts only.
 - c) General and specific information on the geographic location and local economic state; i.e. the circumstances in the surrounding areas such as mill closures, unemployment rate, school closures. Include relevant newspaper articles, memos, and objective evidence of market decline. Also, include sale date, date offer received, listing date list price, reduced list price and any home equity loss paid.
 - d) For real estate information:
 - i) Letter from Realtor expressing his/her professional opinion of the overall decline in the market since time of purchase;
 - ii) Copies of comparable sales (similar type residences) that were concluded within the past 6 to 12 months;
 - iii) Number of current listings in various price ranges and number of days on the market;
 - iv) Number of sales (year-to-date) in various price ranges and number of days on the market;
 - v) Number of sales during previous 2 years in various price ranges and number of days on the market;
 - vi) Number of foreclosures (year-to-date) and same for previous 2 years; and
 - vii) Current vacancy rates and similar information from previous years.

NOTE: All items must be labelled with a table of contents.

3.11. Eligible Capital Improvements

1. The original purchase price of a residence may be increased by amounts spent on eligible capital improvements, which shall be taken into account when determining whether the Member has experienced a loss in the sale of the residence.

NOTE: Capital improvements must have been carried out after the Member took possession of the residence and before the sale of the residence.

2. Original receipts are required for all eligible capital improvements and must be reviewed and approved by the CRSP based on CRA requirements.
3. The following is an all-inclusive list of allowable capital improvements that will be taken into consideration to determine the original value of the residence:
 - a) Additions – bedroom, bathroom, deck/patio, porch, walkway, storage shed, garage.
 - b) Installations - new windows, driveway (including paving), central air conditioning.
 - c) Complete modernization of kitchen - new cupboards, countertops, sink, taps;
 - d) Complete modernization of bathroom - new cupboard/vanity, countertop, sink, shower/tub;
 - e) Change of heating system - hot water radiator to forced air gas or upgrades to high efficiency furnace and required duct work;
 - f) Basic landscaping - other than decorative, including the installation of a perimeter fence. On new residence construction, initial landscaping which occurs within one year of occupancy is excluded when not identified by the Building Agreement.

NOTE: In the event of an audit, CRA remains the final authority regarding eligibility of the items.

4. This is not applicable to EX-equivalent Members.

3.12. Income Property

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.
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.

3.13. Private Sale

1. A Member who sells his/her principal residence privately may claim the actual and reasonable expenses related to the sale. These include:
 - a) Appraisal fees;
 - b) Advertising;
 - c) For Sale signs; and
 - d) Other expenses related to the sale of the residence as approved by the CRSP.
2. The sum of such expenses must not exceed the commission that would have been paid had the residence been sold by a licensed real estate agent at IRP established fees. Receipts are required.
3. The Member cannot claim both the Real Estate Incentive and the expenses associated with a private sale.

3.14. Co-ownership

1. Where the principal residence is co-owned by a person who is not the Member's spouse or dependant(s):
 - a) The Member must disclose the percentage of ownership when completing necessary IRP participation agreement with the CRSP; and
 - b) Only that portion of the expenses directly proportional to the Member's legal share of the residence can be claimed.
2. If title is shared with a parent of the Member or spouse who does not live in the residence but is only assisting in the financing of the residence (in-trust or otherwise), the Member will be considered the sole owner for the purposes of IRP benefits.

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.

3.15. Marketing Incentives

1. When market conditions warrant, Members may use a marketing incentive to attract potential buyers.
 - a) It remains the Member's responsibility to discuss the use of a marketing incentive with his/her Realtor.
 - b) The Member may claim for marketing incentives only if:
 - i) It was recommended by the real estate agent and supported by the CRSP to realize the sale;

- ii) The marketing incentive is reflected in the amended property listing agreement and the offer to purchase documents; and
 - iii) The marketing incentives are allowed by the CRA.
- c) Examples of acceptable marketing incentives include:
- i) decorating bonus;
 - ii) early closing bonus;
 - iii) prepayment of property taxes or condo fees for a set period of time; and
 - iv) mortgage interest buydown.
- d) Examples of non-acceptable marketing incentives include:
- i) Items already in the home such as appliances, full tank of oil;
 - ii) Items normally considered maintenance and upkeep issues which a prudent homeowner would address;
 - iii) Bonus or incentive to the Realtor/Broker; and
 - iv) Bonus or incentive instigated at the time of an offer as a negotiation tool.
2. Marketing incentive may be reimbursed from the Customized/Personalized Envelopes, subject to the availability of funds.

House Hunting Trip / Destination Home Inspection Trip

Section 4

4.01. Purpose

1. A House Hunting Trip (HHT) is designed to enable a Member to secure a suitable residence either existing, newly built or to be built.
2. The purpose of a Destination Home Inspection Trip (DHIT) is to:
 - a) Inspect a currently owned residence that the Member plans to reoccupy or Crown Owned Housing (COH) and, if required;
 - b) Finalize school arrangements; and/or
 - c) Arrange specific medical or specialized care requirements.
3. The Relocation Reviewer must authorize the HHT or DHIT before the Member departs.
4. A Member may be eligible to a HHT or a DHIT, but not both.
5. Only one person, the Member or spouse, may engage in a DHIT at Crown expense.

4.02. HHT and DHIT Overview

1. Before proceeding on a HHT, the Member:
 - a) Should sell his/her residence at origin with a determined closing date provided to the Relocation Reviewer; or
 - b) Must provide documentation to the Relocation Reviewer certifying that the rental lease has been terminated, if the Member is a renter at old place of duty; and
 - c) Must submit form 4064 to the Relocation Reviewer.
2. A HHT may be authorized by the Relocation Reviewer before the Member has sold his/her residence subject to:
 - a) The HHT application must indicate that the Member accepts all financial responsibility/risks resulting from purchasing a residence at the new place of duty before the residence at the old place of duty is sold; and
 - b) The HHT application must clearly explain why the Member is seeking a HHT before disposal at old place of duty.
 - c) The Member must complete and sign the form "HHT Prior to Sale of Principal Residence at Old Place of Duty" (See Appendix G).

3. Before the Member takes a HHT, he/she should make enquiries at the new place of duty to determine the potential housing market (e.g. real estate agent, internet resources). Before a HHT is authorized to "G", "M", or "V" Division, the Member must first consult the Relocation Reviewer.
4. Where COH is available, but has not been assigned to the Member, the Member may be eligible for a HHT if he/she substantiates beforehand that a viable housing market exists at the new place of duty.
5. A Member who is relocating to a new place of duty including an Isolated Post, where he/she will not be utilizing COH, is eligible for a HHT.
6. A Member who is assigned COH is not eligible for a HHT but may be eligible for a DHIT.
7. The Member is deemed to be on travel duty for the normal duration of a HHT (5 + 2 days). Annual leave/compensatory/in-lieu time off may be used for days beyond these days. A copy of the approved "leave on-line" document must be provided to the Relocation Reviewer.
8. If the Member owns a parcel of land and he/she intends to build a residence on the land, the Member may be eligible for a HHT, but not a DHIT.
9. A Member who plans to reoccupy a residence that he/she already owns which is inhabited by the Member's spouse and or dependant(s) is not eligible for a HHT or a DHIT.
10. A Member who plans to reoccupy a residence that he/she has continuously owned, but not inhabited by his/her spouse and/or dependant(s) is not eligible for a HHT.
11. A Member who takes a HHT or a DHIT and subsequently reoccupies a currently owned residence may be required to reimburse all related expenses to the HHT or DHIT.
12. A Member who has already secured accommodation is not eligible for a HHT.

4.03. Funding Overview

1. The benefits outlined in this Section may be funded from the Core, Customized or Personalized Envelopes as follows:

Benefit	Core Envelope	Customized/Personalized Envelopes	Section Reference
HHT: Accommodation: 5 + 1 nights	Member and spouse	Children and/or extended family	1.11 4.04

Meals: 5 + 2 days Incidentals: 5 + 2 days			4.14
Extended HHT Accommodation: up to 4 days Meals: up to 4 days Incidentals: up to 4 days		Member, spouse, dependants and/or extended family accommodation and meals	4.05
DHIT Accommodation: 3 nights Meals: 4 days Incidentals: 4 days	Member or spouse (one person only)		1.11 4.04 4.08 4.14
HHT/DHIT Rental car: HHT - 6 days DHIT - 3 days	Actual expenses based on family size	Upgrades	1.11 4.04
Commuting for HHT or DHIT	Kilometric expenses or car rental and gas		4.09
Return transportation	Member and spouse (HHT) Member or spouse (DHIT)	Children and/or extended family (HHT) None (DHIT) Exception see Section 4.12.2	4.11
Telephone calls	Local/long distance - business	No reimbursement for calls home	4.15
Dependant care: 7 days	Actual expenses within limitations	Expenses for extra HHT/DHIT days and above the <u>Core Envelope</u>	4.16

Boarding of pets		Actual expenses	4.18
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4.04. Duration of HHT or DHIT

1. The duration of a HHT is up to 5 days (6 nights) at the new place of duty plus 2 days of travel time.
2. The duration of a DHIT is up to 2 days (3 nights) at the new place of duty plus 2 days of travel time.

4.05. Extended HHT

1. The Relocation Reviewer may authorize additional days for a HHT, funded from the Customized/Personalized Envelope, up to a maximum of 4 additional days for the following reasons:
 - a) Family matters - for locating day care, school, elder care and/or making specialized medical arrangements; and/or
 - b) Finding accommodation - to finalize principal residence accommodation.
2. The Member must be able to substantiate the need for the extension.

4.06. Abridged HHT

1. If a HHT is shortened for reasons beyond the control of the Member (i.e. required to return to place of work for operational reasons, lack of houses on market, illness or death in the family, etc.), he/she may continue the HHT at a later date or continue the HHT after arriving at the new place of duty. In addition to the days not used on the original HHT, up to two additional travel days will be allowed. The Member may claim the following expenses:
 - a) Core Envelope
 - i) All expenses normally allowed for the type of HHT required; and
 - ii) Return transportation to new place of duty if abridged HHT is a result of operational reasons.
 - b) Customized/Personalized Envelope
 - i) Return transportation to the new place of duty.
2. The Relocation Reviewer must pre-authorize the continuation of the HHT.

4.07. More than one HHT

1. If the HHT was unsuccessful, the Member may take one additional HHT. Any costs associated with an additional HHT (transportation, accommodation, meals, and incidental expenses) may be funded from the Customized/Personalized Envelopes. The Member must provide documentation to substantiate the need for an additional HHT.
2. The Relocation Reviewer must have approval from the Member's NCO before approving an additional HHT.

4.08. Destination Home Inspection Trip (DHIT)

1. The Member may claim the following expenses:
 - a) Core Envelope:
 - i) Return transportation for the Member or spouse (one person only);
 - ii) Up to 2 travel days (inclusive of meals and incidentals); and
 - iii) Up to 2 days at destination (3 nights of accommodation, 2 days of meals and incidentals maximum);
 - iv) Dependant care if Member is single.
 - b) Personalized Envelope:
 - i) Spousal and dependant expenses if attending with Member; and
 - ii) Dependant-care expenses if the Member and spouse both go on the DHIT.

4.09. Commuting - HHT or DHIT

1. When the old and new places of duty are in close proximity, the Member may commute each day for the purposes of the HHT or DHIT. The total cost of commuting cannot exceed the costs and time taken for a regular HHT or DHIT.
 - a) Core Envelope:
 - i) Driving costs calculated by Treasury Board Travel Directive kilometric rates times the actual distance driven;
 - ii) Meals restricted to a maximum of 5 days (HHT) or 2 days (DHIT);
 - iii) No overnight stopovers are allowed;
 - iv) No incidental daily expense allowance will be paid; and
 - v) When cost effective, a rental car may be authorized by the Relocation Reviewer. The cost cannot exceed what would have cost had the Member used his/her own personal vehicle to commute for a HHT or DHIT.

b) Personalized Envelope:

- i) Expenses in excess of the Core Envelope (i.e. car rental upgrades).

4.10. Travel Time - HHT or DHIT

1. Total travel time must not exceed 2 days except when distances and connections are such that the total return journey cannot be accomplished in that period. In such cases, additional travel time may be authorized by the Relocation Reviewer and those expenses paid from the Core Envelope.
2. The Member must use one travel day for every 650 km driven. When a Member chooses to drive more than 650 km one way, prior authorization must be obtained from the Relocation Reviewer.
3. When there is no commercial transportation available and the Member must drive more than 650 km one way:
 - a) The Relocation Reviewer must approve the additional travel days;
 - b) Additional expenses will be funded from the Core Envelope; and
 - c) There is no requirement to use annual leave.
4. Additional travel time and related expenses resulting from a Member selecting a different mode of transportation than authorized by the Relocation Reviewer must be funded from the Personalized Envelope.
 - a) Authorized annual/compensatory/in-lieu time off leave must be used for the additional days.

4.11. Return Transportation – HHT or DHIT

1. For the purposes of the HHT or DHIT the Member must employ the most practical and economical return transportation from the old place of duty to the new place of duty for each authorized person.
2. The mode of travel must be pre-authorized by the Relocation Reviewer.
 - a) Core Envelope:
 - i) Commercial transportation (air, rail, bus or car rental) booked through the government contracted travel services;
 - ii) Private motor vehicle: 100% of the Treasury Board Travel Directive kilometric rate, not to exceed the cost of commercial transportation that could have been used;
 - iii) Motorcycles: 100% of the Treasury Board Travel Directive kilometric rate;
 - iv) RCMP aircraft.

NOTE: Distance is based on the actual kilometres driven between the residence at old place of duty and the hotel/accommodation at the new place of duty.

b) Customized/Personalized Envelope:

- i) Commercial transportation for dependants and extended family booked through the government contracted travel services.

4.12. Additional Traveling Expenses for Children – HHT

1. A Member who wishes to have his/her children accompany him/her on a HHT may do so by using funds from the Customized or Personalized Envelopes subject to the availability of funds.
2. Members who reside in a location that is accessible only by air will be able to claim, from the Core Envelope, the air transportation expenses only for dependants in situations where dependant care is unavailable or unsuitable.

4.13. Local Transportation - HHT or DHIT

1. While conducting a HHT or DHIT, the Member may claim the following expenses:

a) **Car Rental**

i) Core Envelope:

- Up to a maximum of 6 days (HHT) or 3 days (DHIT) reimbursement of actual and reasonable car rental expenses based on family size;
- Actual and reasonable gas expenses; and
- Parking and toll charges.

ii) Personalized Envelope:

- Expenses in excess of the Core Envelope.

b) **Private Motor Vehicle (PMV)**

i) Core Envelope:

- Driving costs outlined by the Treasury Board Travel Directive kilometric rate times the actual distance driven in lieu of gas expenses; and
- Parking and toll charges.

4.14. Accommodation Cost – HHT or DHIT

1. The Member may claim actual and reasonable accommodation expenses within the range found in the PWGSC Accommodation & Car Rental Directory. When no hotel is listed, actual and reasonable expenses may be claimed from the applicable funding envelope.

4.15. Telephone Calls - HHT or DHIT

1. The Member may claim actual and reasonable local telephone calls. This does not include long distance calls home as they are included in the daily incidental allowance.
 - a) Core Envelope:
 - i) Local business telephone call expenses incurred during the course of a HHT or DHIT (to real estate agents, rental agencies, etc.). If available, receipts are to be provided.

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) Core Envelope:
 - 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.
 - ii) \$35 each day if care is provided by a friend or relative. Receipts are not required.
 - b) Customized/Personalized Envelope:
 - i) Dependant care expenses beyond the Core Envelope are subject to the availability of funds.

NOTE: Dependant-care expenses may be reimbursed at origin or destination.

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).

4.17. Professional Dependant Care

1. When a Member requires a professional care provider to accompany him/her on a HHT to provide specialized care to a dependant, the Member may claim the accommodation, meals & transportation expenses for the professional care provider from the Core Envelope.
2. The Member must obtain prior approval from the Relocation Reviewer.

4.18. Boarding/Sitting Services for Pets

1. If a Member requires boarding or pet sitting services for his/her pet in order to go on a HHT or DHIT, he/she may claim these expenses from the Customized/Personalized Envelope. The Service Provider must be in the business of providing such a service. If boarding services are not available locally, the Member may claim the cost to transport the pet to the closest point where services are available from the Customized/Personalized Envelope.

4.19. HHT After Arrival at New Place of Duty

1. Where no HHT was used in advance of the travel to new location, but was taken after arrival at destination, the Member may claim for the following:
 - a) Core Envelope:
 - i) Up to five days for dependant care; and
 - ii) Kilometric rate for PMV used for HHT purposes; or
 - iii) Car rental if pre-authorized by the Relocation Reviewer.
2. If the Member is already at destination on temporary dual residence assistance (TDRA) and his/her spouse proceeds to destination for HHT purposes, the Member may be reimbursed the following spousal expenses:
 - a) Core Envelope
 - i) Return travel;
 - ii) Meals in accordance with the Treasury Board Travel Directive; and
 - iii) Dependant care.

NOTE: Since the Member resides in semi-permanent accommodation at destination, no accommodation expenses should be reimbursed for either the Member or the spouse.

Purchase of Replacement Principal Residence

Section 5

5.01. Purpose

1. The purpose is to assist Members in the purchase of a principal residence at the new place of duty when transferred from one place of duty to another.

5.02. Funding Overview

1. The benefits outlined in this Section are funded from the Core, Customized, and Personalized Envelopes as follows:

Benefit	Core Envelope	Customized Envelope	Personalized Envelope	Section Reference
New home warranty			Personalized Envelope only	5.05.5
Legal fees and disbursements	Up to established pre-negotiated rates			5.11
Building Structural inspection	One inspection per residence up to the pre-negotiated rates	One inspection up to pre-negotiated rates for a new residence which has never been occupied		5.12
Attending fees and Power of Attorney	Actual and reasonable costs			5.13
Mortgage interest differential	Up to a maximum of \$5,000 if unable to port mortgage		Up to a maximum of \$5,000 if able to port mortgage and chose not to	5.14

Mortgage loan insurance premium	Actual and reasonable expenses as per Section 5.15.1.a)	Actual and reasonable expenses as per Section 5.15.1.b)	Actual and reasonable expenses as per Section 5.15.1.c)	5.15
Interest on short-term loan for deposit	Actual and reasonable expenses as per Section 5.16.1			5.16
Interest on short-term bridging loan	Actual and reasonable expenses as per Section 5.17.1	Actual and reasonable expenses as per Section 5.17.2	Expenses in excess of customized funds	5.17
Interest on subsidized home relocation loan		Actual and reasonable expenses as per 5.18.1	Expenses in excess of customized funds	5.18
Mortgage interest buy-down			Personalized Envelope only	5.19
Professional Cleaning of Residence	Up to a maximum of \$100 (taxes excluded)	An additional \$100 (taxes excluded)	Remaining expenses	1.11.5

5.03. Time Limit to Purchase

1. The Member may claim the benefits under this Section of the IRP provided that the replacement residence is purchased at the new place of duty within 24 months after the A-22A has been issued.
2. All expenses must be incurred within 24 months of the issuance of the A-22A and invoices should be submitted within two months of the expense being incurred.
3. If a Member chooses to purchase a residence prior to the issuance of the A-22A, the related expenses will not be reimbursed (with the exception of Section 11.01.4.).

5.04. Lots and Lot Size

1. The amount that the Member may claim from the Core Envelope for the costs associated with the purchase of a residence is limited to a lot size of not more than 1.235 acres (0.5 hectare) or up to 4 acres (2.47 hectares) where required by zoning laws and city bylaws.
2. If additional land or acreage is purchased as a parcel with the principal residence, the Member will only be reimbursed for the portion of the costs that would have been reimbursed within the above limitations. The Member must obtain an appraisal showing the value of the excess land. The Member may claim the cost of the appraisal from the Core Envelope.

5.05. New Residence Construction

1. A Member who constructs a principal residence at the new place of duty may be reimbursed those expenses related to the purchase of the land and residence which would have been reimbursed if a residence was purchased on the market.
2. Taxes such as GST, PST and/or HST are not reimbursable.

NOTE: The purchase price will be reduced by the amount of any rebate or GST/PST/HST from the purchaser or builder if these taxes were included in the original purchase price.

3. All costs identified in the building agreement will be deemed as part of the original purchase price.
4. All costs not identified in the building agreement will be deemed as capital improvements.
5. New home warranties may be claimed under the Personalized Envelope only.
6. No costs will be reimbursed over and above what would have been needed to acquire a ready-built residence.

5.06. Purchase After Relocation

1. Only one type of assistance is payable for acquiring accommodation at the new location whether rented or purchased. A member may be reimbursed expenses incurred to rent a dwelling (i.e. rental assistance, rental search agency fees) or expenses incurred to purchase a home, but not both.
2. The Member, who originally relocated into a rental accommodation at the new place of duty, may claim the benefits under this Section of the IRP if he/she purchases a residence within 24 months after the A-22A has been issued.

3. Shipment of the HG&E from the rental accommodation to the purchased residence is not covered under the IRP and will be the responsibility of the Member.

5.07. Non-admissible Expenses

1. Payments on closing, such as adjustments for utilities, municipal taxes or any other costs not essential to the establishment of clear title.
2. Discounts and/or rewards offered by a financial institution to promote loyalty or attract and keep the Member's business.
3. Expenses to establish services that do not already exist at the residence.

5.08. Income Properties

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.

5.09. Co-ownership

1. Where the principal residence is co-owned by a person who is not the Member's spouse or dependant:
 - a) The Member must disclose the percentage of ownership when completing necessary IRP participation agreement with the CRSP; and
 - b) Only that portion of the expenses directly proportional to the Member's legal share of the residence can be claimed.
2. If title is shared with a parent of the Member or spouse who does not live in the residence, but is only assisting in the financing of the residence (in-trust or otherwise), the Member will be considered the sole owner for the purposes of IRP benefits.

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.

5.10. Loss of Deposit on Residence

1. A Member who loses a deposit when purchasing a residence because he/she fails to fulfill the purchase agreement is not entitled to claim for the loss of that deposit unless it was due to the transfer being cancelled by the RCMP.

5.11. Legal Fees and Disbursements

1. 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:
 - a) Core Envelope
 - i) Sheriff's fees;
 - ii) Land transfer tax;
 - iii) Deed transfer charges;
 - iv) Title insurance or survey costs;
 - v) Certificate of execution; and
 - vi) Appraisal and water test fees necessarily incurred at the request of the lender to obtain a first or second mortgage.

5.12. Building/Structural Inspection

1. When a Member submits an offer to purchase, costs for a structural inspection of the residence shall be reimbursed as follows:
 - a) Core Envelope
 - i) First structural inspection (up to the maximum IRP negotiated fee) on each residence where an offer to purchase is made. If a residence does not pass the first structural inspection, fees for one subsequent residential structural inspection on the same residence may be reimbursed.
 - ii) Well, water potability, and septic system inspection (including the pumping when required for the inspection); and
 - iii) Follow-up termite and pyrite inspections when recommended in writing by the building inspector.
 - b) Customized/Personalized Envelope
 - i) One structural inspection may be claimed up to the maximum IRP negotiated rate for a new residence covered under warranty but which has never been occupied.

5.13. Attending Fees and Power of Attorney

1. If the Member is unable to be present at the closing of the residence at the new place of duty, the Member should inquire if the document can be faxed to the local detachment, signed, and returned by fax.
2. If the above steps are not available to the Member, Attending Fees or Power of Attorney may be claimed from the Core Envelope subject to the following:

- a) Member was prevented from being present for operational reasons. This needs to be certified by the Member's next commander to the CRSP, through the Relocation Reviewer.
- b) Member was prevented from being present because he/she was traveling to the new place of duty. This needs to be certified by the Relocation Reviewer to the CRSP.
- c) Approval of the fees for Attending Fees or Power of Attorney resulting from exceptional circumstances other than in Section 5.13.2.a) or 5.13.2.b) must be approved by the DNC/Delegate.

5.14. Mortgage Interest Differential

- 1. The Member may claim the expenses for the mortgage interest differential, up to a maximum of \$5,000 from the Core Envelope, when:
 - a) The interest rate of the new mortgage is higher than the interest rate of the mortgage at the old place of duty; and
 - b) The Member is unable to port his/her mortgage.

NOTE: If the Member was able to port his/her mortgage and chose not to, the mortgage interest differential can only be claimed using funds from the Personalized Envelope.

- 2. The amount is calculated as follows:

The difference between:	The interest rates on the two mortgages
Based on the lesser of:	the outstanding mortgage at the former place of duty; or the new mortgage principal
For:	the remaining term of the mortgage at the former place of duty, not exceeding 5 years
To a maximum of:	\$5,000

5.15. Mortgage Loan Insurance Premium (MLIP)

- 1. The MLIP is required when the mortgage is more than 80% of the purchase price of the new residence. As such, the Member may claim MLIP expenses and administration fees paid to the insurer as outlined below. The eligible premium can be paid in one lump sum or amortized over the life of the mortgage. It is the Member's responsibility to ensure that every effort is made to port the MLIP from the former residence to the residence purchased at the new place of duty.

a) Core Envelope

- i) Actual and reasonable costs only if the entire equity from the sale of the former residence is transferred to the residence purchased at the new place of duty.
- ii) Actual and reasonable costs if the Member was prevented from purchasing at origin but has sold the former principal residence on the preceding transfer, and the entire equity from the sale of the former residence is transferred to the residence at the new place of duty.
- iii) Actual and reasonable costs of the portion that would have been payable in any case, when the entire equity from the sale of the former residence is not fully transferred to the residence purchased at the new place of duty.

b) Customized/Personalized Envelope

- i) Actual and reasonable costs if the Member is a renter at origin.

c) Personalized Envelope

- i) Actual and reasonable costs of any increase in the premium, resulting from the Member's decision not to transfer the entire equity from the sale of the former residence to the residence purchased at the new place of duty.

5.16. Interest on Short-term Loan for Deposit

1. A Member who secures a short-term loan for a deposit on the purchase of a principal residence at the new place of duty may claim these expenses as follows:

a) Core Envelope

- i) Interest on the loan until the Member takes possession of the residence or one year after the purchase agreement is signed, whichever is earlier; and
- ii) Necessary administration fees to process this transaction/loan.

NOTE: The amount of the loan cannot exceed the minimum amount required by the local market to confirm a commitment to purchase.

5.17. Interest on Short-term Bridging Loan

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 Core Envelope, subject to the following conditions:

- a) Interest on the bridge loan does not normally exceed 14 days; and
- b) Amount of the loan does not exceed the amount of equity in the residence at the former place of duty.

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 Customized/Personalized Envelope provided that it does not exceed the lesser of the:
 - a) Equity in the unsold residence at the former place of duty; or
 - b) Purchase cost of the residence at the new place of duty.

5.18. Interest on a Subsidized Home Relocation Loan

1. The Member may claim interest expenses on a subsidized home relocation loan from the Customized/Personalized Envelope, subject to the following criteria:
 - a) A cost relocation has been authorized;
 - b) The relocation is within Canada;
 - c) The loan is not to exceed \$25,000; and
 - d) The loan is to purchase a principal residence that is at least 40 km closer to the new place of duty.

NOTES:

1. Interest on a subsidized home relocation loan does not apply when relocating locally after the initial transfer (i.e. renting a replacement residence and purchasing within the 2-year limit).
2. The only exceptions under CRA rules are as follows: Member signs an Agreement of Purchase and Sale prior to relocating to the new place of duty and occupies interim accommodation (rental or commercial/non-commercial) until the new residence is available. Must be less than one year from relocation to ensure the benefit remains non-taxable.

5.19. Mortgage Interest Buy-Down

1. The Member may claim interest expenses to buy down a mortgage from the Personalized Envelope as follows:
 - a) Interest bought down on a mortgage; and
 - b) Additional legal fees to establish this arrangement.
2. The buy-down amount shall not be below the prescribed rate as determined by the CRA. This rate is revised on a quarterly basis.

Temporary Dual Residence Assistance

Section 6

6.01. Purpose

1. The Member remains at all times responsible for the expenses associated with one household, either at origin or at destination depending on the circumstances.
2. Temporary Dual Residence Assistance (TDRA) may be provided when a Member, due to circumstances outside his/her control, is temporarily maintaining two residences.

6.02. Conditions of Reimbursement

1. TDRA can occur in the following situations:
 - a) Due to an operational requirement for the Member to start work at the new place of duty before the residence at old place of duty is sold;
 - b) When the spouse and/or one or more dependants remain at the old place of duty to complete an educational term (secondary school - current semester, college/university - current school year); or
 - c) When a spouse and/or one or more dependants precede the Member to the new place of duty to begin an educational term.
2. TDRA requires that the Member’s principal residence at old place of duty must be:
 - a) actively marketed; or
 - b) sold, however the Member still owns the residence.
3. TDRA requires prior approval from the Relocation Reviewer, with concurrence from the Member’s CO/Director of both the old place of duty and the new place of duty.
 - a) It is the Member’s responsibility to obtain written approval from his/her COs/Directors for furtherance to the Relocation Reviewer.

6.03. Funding Overview

Situation	Benefits	Notes
Member and family moves to destination prior to disposal of residence at origin or	<u>Core Envelope</u> Actual and reasonable accommodation expenses for up to 9 months relating to: 1. Interest charges on the mortgage at destination or rental cost, if applicable	If the Member owns at origin and purchases/rents at destination, the residence at destination will be covered at government expense.

Situation	Benefits	Notes
<p>Single Member proceeds to destination prior to disposal of residence at origin</p>	<p>2. Property taxes at destination 3. Utilities (i.e. electricity and heating) at destination 4. Property maintenance (snow removal, lawn cutting, minor maintenance) on the vacant residence at origin 5. Additional insurance costs on the vacant residence at origin 6. Insurance costs on the residence at destination</p> <p><u>Customized / Personalized Envelope</u></p> <p>Period in excess of 9 months (Core) to a maximum of 12 months.</p>	<p>No meals or miscellaneous relocation allowances are reimbursable.</p>
<p>Member is required to proceed unaccompanied to destination due to operational reasons. Family remains behind pending disposal of residence at origin and the Member acquires temporary accommodation</p> <p style="text-align: center;">or</p> <p>Single Member is required to proceed to destination due to operational reasons.</p>	<p><u>Core Envelope</u></p> <p>Hotel accommodation, parking and laundry expenses to a maximum of 7 days in order to secure self-contained accommodation (if available at destination)</p> <p>Full meal allowance and incidental expenses, as per the TB Travel Directive, during initial 7 day period</p> <p><u>Following initial 7 day period:</u></p> <p>Self-contained accommodation or rental property expenses, inclusive of parking and laundry expenses, for up to 9 months</p> <p>65% of TB daily meal allowance and incidental expenses during this period</p> <p><u>Customized / Personalized Envelope</u></p> <p>Period in excess of 9 months (Core) to a maximum of 12 months</p>	<p>If the Member is joined at destination by his spouse and other family Members and the residence at origin remains unsold, there will be no reimbursement of meal and incidental allowances.</p> <p>The reasonableness of the self contained accommodation / rental property will be determined by the Relocation Reviewer and will be based on the needs of the Member and the costs of other self contained accommodation / rental properties at destination.</p>
<p>Member proceeds unaccompanied to destination and secures a permanent accommodation, either rented or purchased. Former residence is being actively marketed but remains unsold and family remains behind pending disposal</p>	<p><u>Core Envelope</u></p> <p>Actual and reasonable accommodation expenses inclusive of parking, laundry charges, etc. for up to 9 months relating to:</p> <ol style="list-style-type: none"> 1. Interest charges on the mortgage at destination or rental costs, if applicable 2. Property taxes at destination 3. Utilities (i.e. electricity and heating) at destination 4. Property maintenance (snow removal, lawn cutting, minor maintenance) on the vacant residence at origin 5. Additional insurance costs on the vacant residence at origin 	<p>If the Member owns at origin and purchases at destination, the residence at destination will be covered at government expense.</p>

Situation	Benefits	Notes
	6. Insurance costs on the residence at destination 65% of TB daily meal allowance and incidental expenses <u>Customized / Personalized Envelope</u> Period in excess of 9 months (Core) to a maximum of 12 months.	
Member proceeds unaccompanied to destination where he/she occupies Government Owned or Controlled Accommodation and family remains behind pending disposal of residence	<u>Core Envelope</u> If accommodation is not self contained, the Member may claim the full meal allowance and incidental expense (TB rates) for a period up to 9 months. If accommodation is self contained, the Member may claim 65% of TB daily meal allowance and incidental expenses <u>Customized / Personalized Envelope</u> Period in excess of 9 months (Core) to a maximum of 12 months	

6.04. Spouse and/or Dependants Separated from Member

1. A Member may be reimbursed a monthly allowance for private non-commercial accommodation when a spouse and/or dependant(s) remain at the old place of duty or precede the Member to new place of duty to complete/commence an educational term funded as follows:

a) Core Envelope

i) maximum of \$525 a month, for a period up to 4 months

b) Customized/Personalized Envelopes

i) Period in excess of 4 months to a maximum of 6 months, subject to the availability of funds.

NOTES:

1. Part months shall be paid on a pro-rated basis.
2. No meals or miscellaneous relocation allowances are reimbursable.
3. Other TDRA allowances are not payable under these circumstances.

2. An educational term is defined as the beginning or end of:
 - a) The semester when a dependant is attending intermediate or secondary school; and
 - b) A term when a spouse and/or dependant is attending college or university.
3. When the spouse and/or dependant(s) remain at the old place of duty, they must join the Member at the new place of duty when the educational term is completed.
4. TNL expenses for the spouse and/or dependants will be reimbursed in accordance with Section 8.
5. Reimbursement of this allowance requires the pre-approval of the Relocation Reviewer.

6.05. Weekend Travel Home

1. 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.

6.06. Commuting Assistance

1. In lieu of the TDRA provisions, a Member may claim commuting assistance subject to the following conditions:
 - a) The Member qualifies for a cost relocation as per Section 1.07;
 - b) The Member must obtain pre-approval from the Relocation Reviewer;
 - c) The old and new places of duty are within daily commuting distance;
 - d) The Member intends to acquire, or has acquired, a permanent residence at the new place of duty; and
 - e) The sale of the Member's former residence has not been finalized.
2. Subject to the above, the Member may claim commuting assistance for the following:

- a) Core Envelope:
 - i) Up to 9 months (no extensions); and
 - ii) 100% of the kilometric rate for PMV or motorcycles to a maximum of \$500/month.

6.07. Return Trip to Finalize Sale

1. Subject to the approval of the Relocation Reviewer, a Member who is on TDRA and subsequently sells his/her residence at the old place of duty may be authorized to return to his/her previous place of duty on annual leave to finalize the sale.

- a) Core Envelope
 - i) Transportation by most economical means;
 - ii) Accommodation for one night; and
 - iii) Meals and incidentals (maximum of 2 days).

NOTES:

1. Approval will be granted if the presence of the Member and his/her spouse is required to finalize the sale.
2. All efforts should be made to courier documents/material between legal firms.
3. Attending fees and/or Power of Attorney can be used as outlined in Section 3.08.

6.08. Return Trip to Supervise Move

1. Subject to the approval of the Relocation Reviewer, a Member who is on TDRA and must return to the former place of duty to effect the move may claim actual and reasonable transportation and travelling expenses as follows:

- a) Core Envelope:
 - i) Transportation (by most economical means); and
 - ii) Meals and incidentals for travel days.
- b) The pack/load/clean days will be reimbursed in accordance with Section 9.06.

Rental Accommodation

Section 7

7.01. Purpose

1. The purpose is to assist a Member in the disposal and acquisition of a principal residence when rented.

7.02. Funding Overview

1. The benefits outlined in this Section are funded from the Core, Customized and Personalized Envelopes as follows:

Benefit	Core Envelope	Customized Envelope	Personalized Envelope	Section Reference
Rent in advance to secure accommodation	1 month rent			7.03
Credit verification / credit check		Actual and reasonable expenses	Expenses in excess of customized funds	7.04
Rent or lease liability	Up to 3 months rent or more than 3 months if required by law			7.05
Rental agency finding fees	Actual expenses at pre-negotiated established fees	None		7.06
Damage to rental property	None	None		7.07
Professional cleaning	Up to a maximum of \$100 (taxes excluded)	An additional \$100 (taxes excluded)	Remaining expenses	1.11.5

7.03. 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.
 - b) Negotiate a lease for a maximum of 1 or 2 years.
 - c) Include a provision allowing for termination of the lease on 1 month notice, or upon payment of 1 month's rent if notice cannot be given.
 - d) Avoid any clause which restricts the Member's entitlement to sublet the accommodation at his/her discretion and not at landlord's discretion.
 - e) Consult and discuss prospective terms of lease with the CRSP for professional clarification and guidance.

7.04. Credit Verification/Credit Check

1. Any costs incurred by the Member that are a result of credit verification/credit check to satisfy concerns of the landlord can be reimbursed from the Customized/Personalized Envelope.

7.05. Rent or Lease Liability

1. A Member who incurs rent or lease liability in order to dispose of his/her rented accommodation may claim the following from the Core Envelope:
 - a) An amount up to the equivalent of 3 months' rent; and
 - b) Amounts (required by law) in excess of 3 months' rent.
2. An alternative arrangement should be explored to determine if a less costly settlement could be arranged. All findings must be directed to the DNC/delegate for approval. If a part of the reimbursement includes a rent payment, the following statement must be included in the request:

"I certify that if I receive a refund of all or any part of the rent payment from the landlord or from the person subletting, I will repay the Crown the portion for which I have received reimbursement."

7.06. Rental Agency Finding Fees

1. The Member may claim actual and reasonable expenses from the Core Envelope for rental finding services provided by professional rental firms up to the pre-negotiated IRP established fees for a maximum of 2 days.

NOTE: For locations where established rates and services have not been negotiated, reimbursement will be up to an amount equivalent to the pre-negotiated IRP established fees per day for a maximum of 2 days.

2. The Member may claim for rental search assistance from one Rental Search Agency (RSA). These costs are to be funded from the Core Envelope for either permanent rental accommodation or TDRA accommodation, but not both.
3. If the Member uses the services of a RSA during the HHT phase to locate permanent rental accommodation and subsequently decides to purchase a residence instead, and has not moved in or signed a lease, he/she may claim for the RSA fees.
4. If the Member engages the services of a RSA and subsequently chooses to cancel the services but fails to notify the RSA 7 days or more prior to arrival, he/she will be personally responsible for any cancellation fees.

7.07. Reimbursement for Property Damage

1. The Member cannot claim for rent or lease liability resulting from property damage caused by the Member.
2. Any damage resulting from a sublet arrangement remains the responsibility of the Member and cannot be claimed.

Travel to New Location

Section 8

8.01. Purpose

1. It is the responsibility of the RCMP to provide Members, spouses and dependants with transportation, accommodation, meals and incidentals when relocating from one place of duty to another, within Canada.

8.02. Funding Overview

1. The benefits outlined in this Section are funded from the Core, Customized and Personalized Envelopes as follows:

Benefit	Core Envelope	Customized/Personalized Envelope	Section Reference
Transportation	Member, spouse and/or dependants	Extended family	8.03 to 8.05
Meals	Member, spouse and/or dependants	Extended family	1.11.1
Accommodation	Member, spouse and/or dependants	Beyond the Core Envelope; Extended family	1.11.2
Miscellaneous relocation allowance	Member, spouse and/or dependants	Extended family	

8.03. Selecting the Mode of Transportation

1. It is the responsibility of the Relocation Reviewer, in consultation with the Member, to determine the most appropriate and cost effective means of transportation. The mode of travel must be pre-authorized by the Relocation Reviewer. The following factors should be taken into account:
 - a) The family circumstances;
 - b) A Member's reporting date at the new place of duty;
 - c) The delivery date of the HG&E;

- d) The cost of transportation options;
 - e) The existence of an acceptable transportation network between the former and the new places of duty; the weather conditions that prevail at that time; and
 - f) The availability of Force Aircraft.
2. Once the mode of transportation has been determined and authorized, it is expected that the family unit will travel together by the approved mode. Exceptions may be pre-authorized by the Relocation Reviewer if deemed justifiable and cost effective.
 3. Should a Member choose to travel by a manner other than what the Relocation Reviewer has approved, the additional costs, if any, will be paid from the Personalized Envelope.

8.04. Kilometric Allowance

1. A Member authorized to travel by PMV to the new place of duty may claim the following expenses:
 - a) Core Envelope:
 - i) 1st PMV driven: 100% of the Treasury Board Travel Directive kilometric rate; or
 - ii) Motorcycle: 100% of the Treasury Board Travel Directive kilometric rate; and
 - iii) Trailer: 50% of the Treasury Board Travel Directive kilometric rate.
 - b) Customized/Personalized Envelopes:
 - i) Second and additional vehicles driven: 100% of the Treasury Board Travel Directive kilometric rate; and
 - ii) Additional trailers: 50% of the Treasury Board Travel Directive kilometric rate.
2. The eligible kilometric distance is calculated from detachment to detachment based on the computation by the authorized kilometric software used by the CRSP.

8.05. PMV Passenger

1. When a Member travels as a passenger in a PMV, the operator of which is not eligible to claim a kilometric allowance, the Member may be reimbursed for actual and reasonable payments from the Core Envelope subject to the kilometric allowance limitation detailed in Section 8.04.2.
2. When a Member travels as a passenger in a PMV, the operator of which is eligible to claim a kilometric allowance, the Member will not be reimbursed for any kilometric allowance since only one individual can claim the allowance.

8.06. Travel Time

1. If the distance from the former place of duty to the new place of duty is 650 km or less, the Member is expected to complete his/her travel in one calendar day unless exceptional circumstances prevent this.
2. For trips of more than 650 km, the Member is expected to travel an average of 500 km each calendar day.
3. The Member must advise the Relocation Reviewer after the fact and in writing of additional travel time and costs resulting from delays encountered as a result of illness, weather, road conditions, mechanical failure, etc. The Member may claim the additional costs from the Core Envelope.

8.07. Travel Expenses and Rates through U.S.A.

1. 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.

8.08. Travel via Motor Home/Travel Trailer

1. Members traveling to the new place of duty by a self-contained motor home/travel trailer may claim the following expenses:
 - a) Core Envelope
 - i) Kilometric rate as outlined in Section 8.04;
 - ii) Camp ground fees; and
 - iii) Meals and miscellaneous relocation allowance.

NOTE: A Member cannot claim the private non-commercial accommodation allowance.

8.09. Annual Leave En Route

1. If the Member takes personal annual leave en route to his/her new place of duty, IAM & MRA will not be paid during the leave period.

Interim Accommodation, Meals and Miscellaneous Relocation Allowance

Section 9

9.01. Purpose

1. It is the policy of the RCMP to reimburse an eligible Member for IAM&MRA expenses while his/her HG&E are packed and unpacked, and during periods in which he/she is necessarily separated from the HG&E.

9.02. Principles for Reimbursement

1. The principle for reimbursement of IAM&MRA expenses is that expenses will normally be reimbursed only for the period a Member remains necessarily separated from his/her HG&E; or permanent accommodation has not been obtained/occupied and suitable alternate accommodation is not available.

NOTE: Being separated from minor easily replaceable household items does not constitute being separated from HG&E.

2. Approval to occupy interim accommodation is not automatic nor is it an entitlement.
3. Interim accommodation may be paid at the point of origin and/or at destination, but cannot exceed what would have been authorized at the new place of duty had the Member proceeded directly.
4. When the shipment of HG&E and the arrival of the Member and dependants are properly coordinated, with the availability of permanent accommodation, the need for interim accommodation should be limited to a maximum of 3 days at the former place of duty (pack, load and clean) and 2 days at the new place of duty (unload and unpack).
5. Approval authorities for IAM&MRA are as follows:
 - a) The Relocation Reviewer can authorize up to the first 15 days of the IAM&MRA from the Core Envelope.
 - b) Each IAM&MRA request beyond the initial 15 days may be approved by the Relocation Reviewer using funds from the Personalized Envelope.
 - c) The Relocation Reviewer can authorize an additional 15 days of IAM&MRA from the Core Envelope if exceptional circumstances exist.
6. If IAM&MRA is required beyond 30 days and is within the intent of the IRP, the DNC/delegate may authorize interim expenses reimbursement from the Core Envelope.

When interim accommodation is the result of a decision to await occupancy of a certain type of permanent accommodation even though there is other suitable accommodation available, reimbursement of IAM&MRA expenses will not be authorized from the Core Envelope beyond the 15th day or the day the HG&E could have been delivered, whichever is later.

Example: Awaiting the occupancy of Crown-owned/leased accommodation (unless designated) or private accommodation whether rented, purchased or under construction, is a personal decision. The IAM&MRA will not be reimbursed from the Core Envelope or Customized Envelope (for extended family) beyond 15 days.

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
 - b) When the household goods could have been delivered within the initial 15 days; or
 - c) When awaiting occupancy of Crown-owned/leased (unless designated) or private accommodation (rented/purchased/under construction), is a personal decision.
8. The 5 days for pack/load/clean/unload/unpack are not included as part of the IAM&MRA outlined above.

9.03. Member Responsibilities

1. The onus is on the Member to make every reasonable attempt to minimize his/her interim expenses. If the Member has not made every reasonable attempt to achieve a door-to-door move, and is unnecessarily separated from his/her HG&E, reimbursement for IAM&MRA may not be approved.
2. The Member is expected to seek self-contained interim accommodation as soon as possible on arrival at the new place of duty. Full meals cannot be claimed beyond 10 days unless a Member can provide evidence supporting all attempts to secure accommodation with cooking facilities within 16 km (one-way) of the Member's new place of duty.

NOTE: Members relocating to an IP who are living in COH while awaiting the arrival of their HG&E may be reimbursed for meals only.

9.04. Funding Overview

1. The IAM&MRA benefits outlined in this Section are funded from the Core, Customized, or Personalized Envelopes, as follows:

Accommodation	Core Envelope	Customized Envelope	Personalized Envelope
Member	Up to 15 days	0 days	>15days
Dependant(s)	Up to 15 days	0 days	>15 days
Extended Family	0 days	15 days	>15 days

Meals	Core Envelope	Customized Envelope	Personalized Envelope
Member, Spouse and/or dependant(s)	Up to 10 days @ 100% and 5 days @ 65%	0 days	>15 days @ 65%
Extended Family	0 days	Initial 10 days @ 100% and next 5 days @ 65%	>15 days @ 65%

Miscellaneous Relocation Allowance	Core Envelope	Customized Envelope	Personalized Envelope
Member	Up to 15 days	0 days	0 days
Dependant	Up to 15 days	0 days	0 days
Extended Family	0 days	Up to 15 days	0 days

9.05. Annual Leave at Origin/Destination

1. If the Member takes personal annual leave at origin or at destination, IAM&MRA will not be paid during the leave period.

9.06. Preparation and Delivery of HG&E

1. The IAM&MRA expenses are normally paid for up to 3 days (if required) at origin and up to 2 days (if required) at destination. These payments are intended to cover

expenses incurred while a Member's HG&E are packed, loaded, unloaded and unpacked. Meals are payable during the unpack day regardless of who does the unpacking.

2. The following interim expenses must be authorized by the Relocation Reviewer and may be paid from the Core Envelope:

	Pack, Load, and Clean	Unload and Unpack
Accommodation	Up to 3 nights	Up to 2 nights
Meals	Up to 3 days	Up to 2 days
Miscellaneous Relocation Allowance	Up to 3 days	Up to 2 days

9.07. Additional Days/Pack

1. In exceptional cases, up to 3 days of additional IAM&MRA may be authorized by the Relocation Reviewer and reimbursed using Core funding under the following circumstances:
 - a) Action taken by the van line for which the RCMP can apply a penalty; or
 - b) A load/unload day has been scheduled that will coincide with the weekend or a statutory holiday, if the date was approved by the Relocation Reviewer.
2. Members are expected to make themselves available to receive their HG&E at the earliest date possible that it can be delivered. Any costs associated with a delay resulting from a Member not receiving the HG&E on the first available delivery date will be paid from the Personalized Envelope.

9.08. Miscellaneous Relocation Allowance (MRA)

1. The Member may claim for this allowance for each day of paid interim accommodation as follows:
 - a) Core Envelope
 - i) Daily miscellaneous relocation expense allowance for up to 15 days for the Member, spouse and dependants (Member receives 12% of daily meal allowance; spouse and dependants receive 6% of daily meal allowance).
 - b) Customized Envelope
 - i) Daily miscellaneous relocation expense allowance for up to 15 days for extended family at 6% of daily meal allowance.

9.09. Dependant Care During Packing and Unpacking

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:

a) Core Envelope

- 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.
- ii) \$35 each day if care is provided by a friend or relative. Receipts are not required.
- iii) Up to 2 days at origin and 2 days at destination.

b) Personalized Envelope

- i) Only when additional days have been pre-approved by the Relocation Reviewer.

Shipment/Storage/Insurance of Household Goods & Effects (HG&E)

Section 10

10.01. Purpose

1. The RCMP will pay for transporting the HG&E of a Member who is relocated in accordance with the conditions and limitations of the IRP. The HGRS contract outlines the details of the transporting of HG&E.
2. In the event that there is a discrepancy between the IRP and the HGRS, the HGRS will take precedence.
3. The Relocation Reviewer is responsible to make the shipping arrangements with the van lines as per the HGRS contract terms and conditions. The Relocation Reviewer will advise the Member of the length of time the van line has to deliver the HG&E to the new residence.

NOTE:

For shipment of HG&E to isolated posts, between isolated posts and out of isolated posts, the Relocation Reviewer will research all possible routes/modes of shipment (i.e. all-weather roads, ice-roads and air) and choose the most cost-effective method.

4. Apart for certain exceptions described in this Section, or approved by the DNC/delegate, expenses incurred for loading, unloading, packing, unpacking, insurance, cartage or freight charges for moving HG&E from the former principal residence (or from long-term storage only) to the new principal residence (or long-term storage) may be claimed by the Member or paid directly to a third-party service provider.
5. If a Member retains the principal residence at the old place of duty and proceeds to the new place of duty unaccompanied while his/her spouse and/or dependants remain at the former principal residence, relocation benefits will apply for the entire family to reunite on a subsequent transfer. These relocation benefits shall not exceed the relocation costs from the location where the Member resides had the family been residing with the Member.
6. It is the Member's responsibility to submit a copy of the original bill of lading to the Relocation Reviewer at the earliest possible date.

10.02. Funding Overview

1. The benefits outlined in this Section are funded from the Core, Customized, or Personalized Envelopes as follows:

Benefit	Core Envelope	Customized/Personalized Envelopes	Section Reference
Shipment of HG&E	Up to 20,000 lbs/9,071.94 kg	Weight in excess of 20,000 lbs/9,071.94 kg	10.04
Storage-in-transit	Up to the number of interim accommodation days approved	Expenses in excess of Core Envelope	10.07
Long-term storage (LTS) – only when authorized	Up to 20,000 lbs/9,071.94 kg	Weight in excess of 20,000 lbs/9,071.94 kg	14.05
Basic insurance	Up to \$100,000 coverage	Over \$100,000 coverage	10.08
Additional insurance		Actual expenses	10.08
Crating		Actual expenses	10.09
Shipment of PMV	Actual expenses for first PMV	Actual expenses for all other PMVs	10.10
Car rental at destination	Actual and reasonable expenses	Upgrades	10.10.5 1.11.3
Recreational vehicle/boat/motorcycle/all-terrain vehicle/trailer/snowmobile		Actual expenses	10.11
Additional shipping expenses		Actual expenses	10.12
Pet shipment		Actual expenses	10.13

10.03. Movement of HG&E

1. To ensure the movement of his/her HG&E, the Member will:
 - a) Complete form 3124 and submit it to his/her Relocation Reviewer as soon as the intended date of departure is known.
 - b) If possible, it must be submitted three weeks before departure.
 - c) If it is a National Headquarters Member located within another division, he/she may submit form 3124 to the Relocation Reviewer in the division in which he/she resides if form 3124 cannot reach National Headquarters two weeks before departure.

10.04. Weight Entitlement

1. The RCMP will arrange for and pay the cost of packing, insuring, shipping, in-transit storage and unpacking of a reasonable quantity of personal and HG&E up to the following:
 - a) Core Envelope
 - i) Weight up to a maximum of 20,000 lbs/9071.94 kg including packing and crating.
 - b) Customized/Personalized Envelope
 - i) Weight in excess of 20,000 lbs./9,071.94 kg
 - ii) Any extra charges when large articles are moved on a weight dimensional basis, or a cubic basis, or with surcharges.

10.05. Qualifying Rooms

1. Qualifying rooms include kitchen, bedrooms (including bedrooms in finished basement), living room, recreation room, family room, dining room, basement, garage (not condos and apartments), outbuilding/storage shed (limit of one), and a storage room (separate from apartment).
2. For the purposes of establishing the number of qualifying rooms, the appraisal reports will be used for a home owner. For a renter, the Member will provide the list of rooms.

10.06. Non-Admissible Items

1. Non-admissible items are items not eligible to be shipped due to their hazardous nature or where excluded by this IRP or otherwise restricted by household goods removal tariffs.

10.07. Storage-in-Transit

1. Storage, when necessary and incidental to the shipment of HG&E to the new place of duty, may be authorized as follows:
 - a) Core Envelope
 - i) Storage costs will not be reimbursed beyond the last day for which IAM&MRA is authorized.
 - ii) When no IAM&MRA is requested, storage costs may be reimbursed from the Core Envelope, up to a maximum of 15 days.
 - b) Customized/Personalized Envelope
 - i) The cost of any extensions beyond the period authorized from the Core Envelope.

NOTE: No extensions will be granted from the Customized Envelope when the delay is directly the result of personal choices, e.g. annual leave. Storage expenses incurred as a result of personal decisions are strictly funded from the Personalized Envelope.

10.08. Basic Insurance Coverage

1. With certain exceptions, the van line or its agent provides replacement cost protection on RCMP authorized removals of HG&E within Canada, or to and from the continental U.S. including Alaska. The insurance is the responsibility of the contracted van line or its agent and provides coverage during periods of transit and storage of the HG&E.

The limits for insurance coverage (\$100,000) on HG&E will be consistent with those prescribed by TBS within the public service relocation policy as adjusted from time to time.

2. To obtain coverage on HG&E, the moving company will provide the Member with a Pre-Move Information Package. The package includes the terms and conditions of the insurance and all the necessary forms.
3. Based on terms, limitations and conditions negotiated by the HGRS, the Member is provided with replacement cost paid.

- a) Core Envelope
 - i) \$100,000 coverage on authorized HG&E

NOTE: Claims for loss/damage is between the Member, the carrier van lines/moving company, and the insurer.

- b) Customized/Personalized Envelope
 - i) Premium for coverage over the basic coverage of \$100,000; and

- ii) Insurance premiums for specific items.

10.09. Crating

1. The Member may have HG&E that may require additional protection i.e. china, art, and antiques. Any crating costs for such items may be reimbursed from the Customized/Personalized Envelope.

10.10. Shipment of Personal Motor Vehicle (PMV)

1. If the Member wishes to ship a PMV, he/she must obtain authorization from the Relocation Reviewer in advance. He/she must provide a copy of the vehicle registration and details about the load date along with the 3124 form.
2. The Member must include all applicable receipts on form 1393.
3. When the relocation distance is less than 1,100 km the Member may be required to travel to the new place of duty by PMV. The Relocation Reviewer will base the requirement upon factors such as the cost of shipping the PMV and moving the Member, spouse and dependants by commercial means. The following factors will also be taken into account:
 - a) The family circumstances at the time of the move;
 - b) The Member's reporting date at the new place of duty;
 - c) The existence of an acceptable road network between the former place of duty and the new place of duty; and
 - d) The weather conditions that normally prevail at the time the move is to take place.
4. Where the shipment of one or more PMVs is authorized, the Member will ship the PMV(s) to the new place of duty by the most economical mode using the government's contracted carrier, and may claim shipping and insurance costs.

NOTES:

- a) Claims for loss or damage are between the Member, van lines, and insurer company.
 - b) The Relocation Reviewer will consider the full costs associated with the shipment (e.g. time taken, rental costs at destination) prior to authorizing the shipment.
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 Core Envelope.

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.
6. The following expenses associated with the shipment of PMVs may be reimbursable:
- a) The kilometric rate prescribed in the Treasury Board Travel Directive to cover the expense of moving the PMV to and from a transfer agent's depot at each end of the move;
 - b) If required, one-way transportation by the most economical means for the Member to return from and travel to the auto agent's depot at each end of the move;
 - c) The charges levied by a transfer agent to deliver the PMVs to and receive it from the government's contracted carrier; and
 - d) The charges for storing the PMVs at an agent's depot for a total combined maximum period of 10 days.
7. Members must ship their PMV under the HGRS contract when the service is available.
8. When the Member is authorized to ship one or more PMV, holiday trailer or boat and he/she ships one which does not meet the definitions in the HGRS Contract, he/she will be required to pay the costs from their Personalized Envelope.
9. The Member may claim actual and reasonable expenses related to shipping the PMV via commercial carrier as follows:
- a) Core Envelope
 - i) Cost to ship first PMV
 - b) Customized/Personalized Envelope
 - i) Cost to ship second and additional PMVs

NOTE: If the Member opts to drive the primary PMV and ship the second PMV by commercial carrier, the shipment costs are funded from the Customized/Personalized Envelope.

10.11. Shipment of Recreational Vehicle/Boat/Motorcycle/All-terrain Vehicle/Trailer/Snowmobile

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.

a) Customized/Personalized Envelope

- i) Reimbursement for actual and reasonable costs.

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.

10.12. Additional Shipping Expenses

1. The Member is responsible for any additional costs beyond those established in the HGRS contract. Those who wish to ship items that fall outside the scope of the contract may do so and be reimbursed for actual expenses from the Customized or Personalized Envelope based on availability of funds.

10.13. Transportation of Pets

1. The Member may claim actual and reasonable expenses for transportation of pets to the new location and any necessary kennel fees incurred while the Member is in interim accommodation.

a) Customized/Personalized Envelope

- i) Actual and reasonable costs

10.14. Time Off for Packing

1. The Member will be granted reasonable time off with pay, for the purpose of overseeing the packing, unpacking, loading and unloading of HG&E in accordance with RCMP policy. Such authority will not be unreasonably withheld.

10.15. Packing/Loading and Unloading/Unpacking

1. When the Relocation Reviewer names the carrier, the Member will contact the firm and confirm times and dates for packing and loading of the HG&E.
2. It is the Member's responsibility to be present at the time of packing/loading and unloading/unpacking.

3. The Member will sign paperwork at the conclusion of the unloading/unpacking only after 100% of the HG&E have been unpacked.

Other Relocation Topics

Section 11

11.01. Presale of Principal Residence

1. A Member of the Musical Ride who sells his/her residence and within 6 months of that sale receives an official transfer notice necessitating a cost relocation will be allowed to participate in the IRP.
2. There may be situations where a Member is located in an area that may be subjected to an industry closure and it may be advantageous to the Member and the RCMP to act in anticipation. Under these exceptional circumstances and on a case-by-case basis, the DNC/delegate may approve the sale of a residence up to 6 months prior to the A-22A being issued.
3. Other Members, who are able to successfully sell their residence and within 3 months of that sale receive an authorized cost relocation, may be allowed to participate under the IRP.

11.02. Sundry Accountable Incidental Relocation Expenses

1. The Member may claim for certain sundry incidental expenses incurred as a result of the relocation.
2. This is in addition to the expenses reimbursed under the non-accountable incidental relocation expenses allowance (\$650).
3. The following expenses will be reimbursed from the Core Envelope. The following list is all inclusive:
 - a) Basic connection/disconnection, including cancellation fees, of public utility services (telephone, electricity, natural gas, water and cable);
 - b) Basic connection/disconnection, including cancellation fees, of electrical equipment (in-home theatre system, computer system, one satellite dish and one receiver, up to two basic cellular telephone services, internet service, alarm system and hot-tub);
 - c) Payment of local licenses and includes the following mandatory associated expenses for the Member and all family members:
 - i) License fees, administration charges, photo charges, plastic encasing, public transit contribution, driver's abstract (when required for insurance purposes when transferring between provinces) and license plate fees;
 - 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); and

- iii) Medical exam required to obtain a special category driver's licence if the licence is required for work reasons (e.g. Class 4 licence).
- d) Cost of altering locks at new residence - labour only;
- e) Charges for post office change of address; and
- f) Cost to transfer medical and/or dental files to new primary Health Care Provider and/or dentist.

NOTES:

1. When the cost for shipping or driving a PMV is funded from the Core Envelope, the expenses associated with said vehicle are also reimbursed from the Core Envelope, e.g. licensing fees. This is also applicable to motorcycles and recreational vehicles. If the vehicle, motorcycle, etc., is shipped using funds from the Customized Envelope then the expenses associated with that vehicle will be reimbursed from the Customized Envelope.
2. All sundry relocation expenses for new residence construction are limited to the expenses which would have been reimbursed had a residence been purchased on the market.

11.03. Home Renovations for the Disabled

1. Customized/Personalized Envelope

- a) A Member who is disabled or has a disabled spouse and/or dependants can be reimbursed expenses directly related to the disability for home renovations on the replacement principal residence to complete special modifications to allow proper access/use.

11.04. Spousal Services

1. The benefits that Members may claim for spousal assistance in securing employment at the new place of duty are as follows:

a) Customized/ Personalized Envelope

- i) Employment search;
- ii) Employment assistance;
- iii) Preparation of CV;
- iv) Photocopy and transmittal costs for transcripts of academic records; and
- v) Interview travel.

2. The provisions for interview travel are as follows:

- a) A maximum of 2-days travel, including return travel and 3 days at location.

- b) The spouse may claim actual and reasonable expenses for airfare, car rental/parking, hotel, meal allowances and daily incidental expense allowances.
 - c) Expenses incurred for travel by PMV must be claimed using the Treasury Board Travel Directive kilometric rates.
 - d) Prior approval for travel must be granted by the Relocation Reviewer by submitting a detailed itinerary for the job search trip.
 - e) If the Member wishes to accompany his/her spouse on the job search, expenses incurred by the Member will not be reimbursed.
3. A taxable benefit could result from these reimbursements subject to CRA policy and guidelines. Receipts should be kept in case of an audit by the CRA.

Executive Group EX-Equivalent Appointees

Section 12

12.01. Purpose

1. In conjunction with the applicable provisions described in the IRP, an EX-equivalent Member will qualify for the supplementary benefits described in this Section.
2. Members who are relocating due to a promotional transfer to an EX-equivalent position will be relocated under this section.
3. C/Supt. and above are considered EX-equivalents.

12.02. 10% Home Sale Assistance

1. An EX-equivalent is entitled to home sale assistance. The difference between the appraised value and the actual selling price may be reimbursed to the Member to a maximum of 10% of the appraised value. This appraised value is to be determined by a certified appraisal.
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.
 - a) Core Envelope
 - i) An EX-equivalent can reduce the selling price by up to 10% of appraised value;
 - ii) Limited to \$15,000; and
 - iii) No Home Equity Assistance Program benefits.
 - b) Customized/Personalized Envelope
 - i) Any amounts above \$15,000, subject to availability of funds.
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.

12.03. TDRA Weekend Travel Home Every Two Weeks

1. The weekend travel home every 2 weeks is maintained up to a 90-day period while on temporary dual residence assistance. Other provisions contained in Section 6 will continue to apply.
2. Should the period of separation from dependants go beyond 3 months, the Member will then be eligible for 2 additional trips home in accordance with the Treasury Board Travel Directive. This will be funded from the Core Envelope.

3. This is applicable to the Member with a spouse and/or dependant(s) who remain in the residence at origin.
4. Travel arrangements will be made using the government contracted travel services. The Member is expected to make travel arrangements at least 30 days in advance to take advantage of the price reduction in advance bookings.
5. This benefit, and any subsequent reimbursement, is not processed by the CRSP.

12.04. Disposal/Acquisition of Residence Costs

1. Reasonable residence disposal and acquisition costs for a newly appointed EX-equivalent may be claimed under the IRP.

12.05. Enhanced EX-equivalent Services

1. The EX-equivalent is entitled to an initial face-to-face consultation/interview, at RCMP expense, with the CRSP to assist with:
 - a) Preparation of HHT;
 - b) Post-HHT;
 - c) Final reconciliation; and
 - d) Counselling at Member's office (within the 5 regional office locations).

12.06. RCMP EX-equivalent Entitlements

1. An RCMP EX-equivalent retains the right to choose the regular IRP offered to the general Membership or opt to use the IRP EX Program.
2. An RCMP EX-equivalent, upon opting to participate in the IRP EX Program, is entitled to the following:
 - a) 1/12 of gross annual salary in lieu of the \$650 non-accountable relocation allowance permitted by CRA credited to the Personalized Envelope;
 - b) 1/12 of gross annual salary as a Relocation Allowance credited to the Personalized Envelope (RCMP regular relocation allowance);
 - c) 10% Home Sale Assistance (see Section 12.02); and
 - d) HEAP is not available under the EX Program.

Retiring/Retired RCMP Members

Section 13

13.01. Purpose

1. The purpose is to assist retiring or retired Members to relocate at or near the end of their career with the RCMP.

13.02. Pre-retirement and Retirement Relocations

1. A pre-retirement relocation is a relocation under *RCMP Regulations*, 1988, Section 79 which is started before a Member is discharged from the RCMP.
2. Pre-retirement relocation provisions are available for only 2 years after the date on which the 1733 has been approved by the CO/delegate.
3. Retirement relocation provisions under *RCMP Regulations*, Section 79(1) are available for only 2 years after the date on which the Member is discharged.
4. A one-year extension to the pre-retirement relocation or the retirement relocation may be authorized by the DNC/delegate if exceptional circumstances exist. No additional requests for extension beyond the one additional year will be accepted.
5. A Member can take a pre-retirement relocation or a retirement relocation, but not both.

13.03. Funding Overview

1. Retirement Relocation benefits available to Retiring/Retired Members are restricted to this Section of the IRP unless specifically stated otherwise.
2. Expenses incurred before the 1733 has been approved by the CO/delegate will not be considered for reimbursement or payment on behalf of the Member, unless authorized by the DNC/delegate.
3. Form 1733 must include a retirement date which is not more than two years from the date the 1733 is approved by the CO/delegate.
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 40 km away or upon providing documentary proof of the purchase of a residence more than 40 km away.
5. If retirement relocation expenses are reimbursed or paid on behalf of a retiring Member who cancels his/her 1733, he/she may be required to repay the funds.

6. If the Retiring/Retired Member plans to construct a retirement residence or has not taken possession of the residence, the HG&E may be shipped to a temporary storage facility and the reimbursement or payment of relocation expenses can be claimed under the following conditions:
 - a) Member is responsible for the storage costs of the HG&E; and
 - b) Member supplies documentation that he/she has purchased the retirement residence; or
 - c) Member supplies documentation that he/she has purchased the land where a residence will be built; and
 - d) Member supplies documents showing that arrangements have been made to build the retirement residence.
 - e) The storage facility is at or near destination.
7. For a listing of applicable and non-applicable benefits, see Appendix H.
8. Customized and Personalized Envelope funding is not applicable to retirement relocations.

13.04. Qualifications for Pre-Retirement and Retirement Relocation

1. Retirement relocation benefits may be available to any Member who satisfies all the following conditions:
 - a) Retiring Member must be eligible for a pension; and
 - b) The Member was required to relocate from his/her original home community at Crown expense to meet operational requirements during his/her career with the RCMP.

Note: Initial recruitment and cadet training at "Depot" Division are not considered relocation at Crown expense.
2. Retiring/Retired RCMP Members moving outside Canada when retired in Canada shall have their funding and benefits based on a hypothetical move from their current place of duty to the closest departure point from Canada that is closest to the member's retirement location. The closest departure point from Canada that is closest to the member's retirement location will be approved by the RCMP Relocation Reviewer.
 - a) All relocation benefits applying to Retiring/Retired RCMP Members who relocate within Canada will apply including, but not limited to, house hunting trip, sale and purchase of principal residence, non-accountable relocation allowance, sundry expenses and the movement of HG&E. All benefits are reimbursed in Canadian Funds as if the expenses had been incurred in Canada.

Exception: To qualify for the purchase of a replacement residence outside Canada, the Retiring/RCMP Member must dispose of his/her principal residence in Canada.

- b) This provision applies to all Members who have retired and their two year period to exercise the relocation has not yet expired.
3. The Member, or Member couple, is only eligible for one pre-retirement/retirement relocation at Crown expense.
4. The first retiring Member of an RCMP Member couple should, in consultation with his/her spouse, decide whether to use retirement relocation provisions now or wait until the spouse retires.
5. Retirement relocations will be paid by the Crown only if the distance between the principal residence at the old place of duty and the replacement principal residence is at least 40 km.
6. Retirement relocations of less than 40 km will not be paid by the Crown unless it is to relocate the Member who is living in COH at the time of retirement.
7. If relocation expenses have been reimbursed from any other source following discharge/retirement, no claim is payable under the IRP provisions for that particular expense.
8. A Member who takes advantage of a pre-retirement relocation and does not retire within the two-year period must repay the expenses of the pre-retirement relocation.
9. If a retired Member is re-engaged by the RCMP and is required to relocate for operational reasons, the re-engaged Member will be afforded a second retirement relocation in accordance with the provisions contained in the Section.

13.05. Authority to Relocate

1. A discharge request (form 1733) must be submitted and approved by the CO/delegate before any expenses are incurred.
2. The Member will notify the Relocation Reviewer of his/her intent to relocate as soon as possible and provide the following:
 - a) A copy of the approved 1733;
 - b) A declaration of his/her retirement destination;
 - c) A declaration that the destination is a minimum of 40 km from his/her principal residence; and
 - d) A declaration that his/her spouse, if eligible for a retirement move, has not and will not take advantage of his/her own retirement move.

3. The Relocation Reviewer is responsible for ensuring all criteria for a retirement relocation have been met before registering the Member with the CRSP.

13.06. House Hunting Trip

1. A HHT must be pre-authorized by the Relocation Reviewer of the division from which the Member is discharged.
2. The duration of a HHT is up to 5 days (6 nights) at the new location plus 2 days of travel time.
3. Only under exceptional circumstances will an extended HHT be considered. Approval must be obtained from the Relocation Reviewer.

13.07. Sale of Principal Residence

1. The benefits available for the “**Sale of Residence**” for Retired/Retiring Members are as follows:

Benefit	Core Envelope	Section Reference
Real estate commission	Up to pre-negotiated rates	
Appraisal fees if lot size exceeds limits outlined in Section 3.04	Up to pre-negotiated rates	3.05
Appraisal fees if HEAP is applicable	Up to pre-negotiated rates	3.05
Legal fees and disbursements	Up to pre-negotiated rates	3.07
Land survey	Actual costs	3.07
Home Equity Assistance Program (HEAP)	80% of loss up to \$15,000	3.09
Depressed market sale	Actual expenses	3.10
Private sale	Actual expenses	3.13
Professional cleaning of residence	Up to \$100 excluding taxes	1.11.5

NOTES:

1. If the property being sold is larger than what is outlined in Section 3.04., an appraisal will be funded from the Core Envelope to identify the value of the residence and property covered by the IRP separately from the value of the portion that exceeds the limitations.
2. Real estate and legal fees for disposal of the principal residence will be reimbursed upon delivery of HG&E at permanent residence or upon documented proof of replacement residence being acquired at a location more than 40 km from the current residence.

13.08. Purchase of Residence

1. The benefits available for the “**Purchase of Residence**” for a Retired/Retiring Members are as follows:

Benefit	Core Envelope	Section Reference
Legal fees and disbursements	Up to the established pre-negotiated rates	5.11
Building/Structural inspection	One inspection up to the pre-negotiated rates	5.12
Professional cleaning	Up to \$100 excluding taxes	1.11.5

13.09. Renting

1. When renting at origin, a retiring Member may be eligible to claim a maximum of one month's rent in order to dispose of his/her rented residence.
2. At destination, RSA finding fees may be reimbursed for the following:
 - a) Actual and reasonable expenses for 1 RSA provided by professional rental firms up to the pre-negotiated IRP established fees for a maximum of 2 days.
NOTE: For locations where established rates and services have not been negotiated, reimbursement will be up to an amount equivalent to the pre-negotiated IRP established fees per day for a maximum of 2 days.
3. A retiring Member may claim a maximum of 1 month's rent to secure his/her retirement residence prior to occupancy.

13.10. Accommodation/Meals/Incidentals

1. The Retiring Member may claim up to 3 days for meals and accommodation during the packing and loading of his/her HG&E and cleaning of residence at origin only.

- a) Actual and reasonable expenses for accommodation may be claimed but they cannot exceed those outlined in the PWGSC Accommodation and Car Rental Directory.
 - b) Meal claims must not exceed the rates approved in the Treasury Board Travel Directive.
2. The Member is not able to claim IAM&MRA expenses, including the days for unloading and unpacking of HG&E.

13.11. Non-Accountable Relocation Allowance (NARA)

- 1. The Retiring Member will receive the \$650 NARA. No receipts are required.
- 2. The Member must submit the following memo to the CRSP to claim the NARA of \$650 :

"I certify that I have incurred incidental expenses in the amount of \$_____, which are wholly attributable to my relocation and not otherwise payable pursuant to the RCMP Integrated Relocation Program."

- 3. EX-equivalents are entitled to 1/12 of gross annual salary in lieu of the \$650 NARA less income tax.

13.12. Sundry Accountable Expenses

- 1. The Retiring Member may claim the following expenses from the Core Envelope:
 - a) Basic connection/disconnection, including cancellation fees of telephone, electricity, water and cable services;
 - b) Basic connection/disconnection, including cancellation fees, of in-home theatre system, personal computer, internet service, and alarm system;
 - c) Driver's licence fees
 - i) For all drivers relocated under the IRP, the fees, driver's abstract and administration costs to change existing licences to the new Province or Territory.
 - d) Vehicle license and registration fees for a maximum of 2 vehicles
 - i) Licence and registration fees;
 - 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);
 - e) Cost of altering external locks at new residence - labour only;
 - f) Charges for post office change of address; and

- g) Cost to transfer medical and/or dental files to new primary Health Care Provider and/or dentist.

13.13. Retirement Relocation from Outside Canada

1. A Member who intends to retire following the completion of a foreign posting is entitled to the same retirement relocation benefits as a Member who retires while serving in Canada, in accordance with the provisions contained in this Section. Excluded are relocation benefits which are available to the Member under the Foreign Service Directives and/or the Military Foreign Service Instructions.
2. As with Members who retire while serving in Canada, a Member who retires from a foreign posting has two years from the date the 1733 is approved by his/her CO/delegate to complete his/her retirement relocation. A one year extension may be authorized by the DNC/delegate if exceptional circumstances exist.
3. In order to qualify for relocation benefits, the retiring Member must relocate to a location within Canada.
4. A Member retiring to Canada from abroad must be registered with the CRSP. The CRSP will provide the Member with relocation counselling and will administer his/her relocation file to ensure that he/she receives relocation benefits in accordance with policy.
5. A Member retiring upon return to Canada is permitted to have his/her HG&E shipped to a temporary residence of their choice at Crown expense, preferably in the area that they plan to retire. If the Member exercises this option, he/she is responsible for all future costs to have his/her HG&E shipped to the Member's permanent retirement home within the two year time-frame.
6. If a Member receives the incidental relocation expense allowance of \$2,600 as per the Foreign Service Directives, he/she is not entitled to the \$650 NARA outlined in the IRP.
7. If the retiring member has a house to sell at his/her previous Headquarters in Canada, he/she will be required to dispose of his/her house before being authorized to take a HHT.
8. The Member may be able to claim IAM&MRA expenses if exceptional circumstances exist. A business case must be submitted to the DNC/delegate for pre-approval under the following conditions:
 - a) To minimize the need for IAM&MRA, the retiring Member is encouraged to take his/her HHT as far in advance as possible of the completion date of his/her foreign posting in order to maximize the potential of a door-to-door move.
 - b) Under no circumstances will IAM&MRA be approved for retiring Members who are building a new residence upon their return to Canada.

Isolated Posts

Section 14

14.01. Purpose

1. To assist Members who are relocating to an Isolated Post (IP), between Isolated Posts or from an Isolated Post.
2. To act as a supplement to the Isolated Posts and Government Housing Directive (IPGHD).
3. In the event that there is a discrepancy between the IRP and the IPGHD, the IPGHD will take precedence.

14.02. Principles of Reimbursement

1. This section details the benefits under the IRP, in accordance with the IPGHD, that apply to Members who are relocated :
 - a) To an Isolated Post for a period of one year or more;
 - b) From an Isolated Post to another location, including another Isolated Post; or
 - c) On completion of their period of assignment to an Isolated Post.
2. A Member at an Isolated Post prior to IRP implementation on April 1st, 1999 will be considered similar to a Member who has been relocated via the IRP going into an Isolated Post.
3. When a Member is relocated to an Isolated Post, both partial shipment and long term storage may be authorized by the Relocation Reviewer. Upon a subsequent transfer, the HG&E from the principal residence and LTS will be shipped to the new place of duty subject to the limitations in the IRP.

NOTE:

If a Member has retained the former principal residence and his/her spouse and/or dependant(s) did not relocate to the IP and remained at the former principal residence with the HG&E, the HG&E from both the new and former principal residences will be shipped to the new place of duty upon a subsequent transfer.

4. Transferable savings for reduced weight are not applicable when the Crown has to pay storage costs.

14.03. Funding Overview

1. The following table outlines the relocation benefits:

Benefit	Core Envelope	Customized/Personalized Envelopes	Section Reference
Weight Restrictions	Up to 20,000 lbs./9,072 kg	In excess of 20,000 lbs./9,072 kg	14.04
Long-term Storage	Actual storage cost with the combined shipment/storage weight not to exceed 20,000 lbs./9,072 kg	Weight in excess of 20,000 lbs./9,072 kg	14.05
Shipment of PMV	Shipment of first PMV if costs are authorized; or Shipment of one snowmobile or ATV; or Storage costs of up to two PMVs if shipment not authorized	Shipment of a second snowmobile or ATV if Member relocates with spouse and/or dependants	10.10 & 14.08
Meals & Incidentals	Member, spouse and/or dependants	Extended family	1.11.1; 8.02.1; and 9.04.1
Accommodation	Member, spouse and/or dependants	Extended family	1.11.2 and 8.02.1
Transportation	Member, spouse and/or dependants	Extended family	1.11.3 and 8.02.1

14.04. Weight Restrictions to an Isolated Post

1. When a Member is relocated to an Isolated Post, the RCMP shall arrange for and pay the cost of packing, insuring, shipping, in transit storage and unpacking of a reasonable quantity of personal and household effects as follows:

a) Core Envelope:

i) Maximum 20,000 lbs/9,071.94 kg

b) Personalized Envelope:

i) Weight in excess of 20,000 lbs./9,071.94 kg

NOTE: If the excess weight is beyond the Member's control, the DNC/delegate may waive the overweight charges.

2. When relocating to, from or between partly or fully furnished Isolated Post accommodation, the weight limits are:
 - a) 900 kg for the Member ; and
 - b) 900 kg for the spouse or first dependant; and
 - c) 225 kg for each additional dependant.
3. To compensate for the weight of the packing material, weight limitations may be increased by:
 - a) 15 % if the shipment is by air or road;
 - b) 25 % if the shipment is by rail; or
 - c) 30 % if the shipment is by watercraft.
4. The shipment of HG&E will be considered from the point of LTS upon a subsequent transfer.
5. When relocating from partly- or fully-furnished Isolated Post accommodation to non-isolation, the weight limits outlined in Section 14.04.2 apply from the Isolated Post to the point of departure.
6. When relocating from partly- or fully-furnished Isolated Post accommodation to unfurnished Isolated Post accommodation, the weight limits outlined in Section 14.04.2 apply to the entire move.

14.05. Long-term Storage

1. When a Member is relocated to an Isolated Post, but in the opinion of the DNC/delegate, the shipment of HG&E or PMVs, or both, to the new place of duty is neither desirable nor in the public interest, the RCMP will pay for:
 - a) Core Envelope:
 - i) Packing, crating and cartage of the Member's HG&E to the nearest place where Government of Canada approved LTS facilities are available;
 - ii) Storage of the HG&E until they can or might be repossessed by the Member or an authorized dependant of the Member;
 - iii) Storage of up to two PMVs or one PMV and a camper/trailer in an adequate commercial LTS facility (the total storage cost will not exceed the cost of storing two PMVs); and
 - iv) Payment of a one-time storage preservation fee for such services as removing the battery, raising the PMV off the tires, applying lubricants as required, etc., for commercial storage of a PMV.

NOTES:

- The transferable savings for reduced weight will not be provided when LTS is incurred.
 - Approval to store a PMV at a location other than the nearest adequate commercial LTS facility must be received from the Relocation Reviewer. Approval is not automatic and must be cost effective.
 - The combined shipment/storage weight is not to exceed 20,000 lbs/9,071.94 kg.
2. When the Member's HG&E have been stored and the Member is subsequently relocated to a location where the HG&E could be repossessed by the Member, spouse, or a dependant, the Relocation Reviewer may authorize the shipment of the HG&E from the place of storage to the Member's:
- a) New place of duty;
 - b) Former residence from which the HG&E were placed in storage; or
 - c) Intended place of residence in Canada.

NOTE: This authorization will include the unpacking and uncrating of HG&E at the destination.

3. When reunited with furniture placed in LTS at public expense, the Member may be authorized to ship, with the LTS lot, any other acquired articles of HG&E at public expense. These additional HG&E must be shipped from the original LTS location and only the cost of transportation will be paid from public funds. The Member must notify the Relocation Reviewer of any additional HG&E, the additional weight and request authority to ship.

NOTES:

- a) The Member is responsible for delivery of the additional HG&E to the LTS location as well as any other costs, e.g. extra pick-up, crating, packing.
 - b) The Relocation Reviewer will ensure that the additional weight and cost is adjusted on the movement of HG&E contract and the weight of the additional goods is reported on the in-transit insurance return.
4. The Member is personally responsible for all costs associated with removing portions of HG&E from LTS while they are being stored at government expense.
5. Upon departure from the Isolated Post, the number of qualifying rooms is of no consequence in determining the Customized Envelope since the Member's HG&E (previously stored) have to be transported from storage under the Core Envelope.

6. A Member whose employment terminates while his/her HG&E are in storage:
 - a) Will be reimbursed storage costs up to seven days after the date of termination of employment; and up to 14 days in exceptional circumstances approved by the DNC/delegate; and
 - b) May, within a month of the date of termination of employment, have the RCMP ship these HG&E to the original point from which they were placed into storage, or any other location of the Member's choice, provided the cost is not greater than shipping them to the original point.

14.06. Savings from Reducing Long-term Storage Costs (for appliances only)

1. A Member transferred to an Isolated Post and moving into COH where it is impossible to normally accommodate the major appliances is eligible for LTS at public expense. If the Member makes alternate arrangements (disposal or decide not to store the major appliances at public expense), he/she may be eligible for a savings incentive (See section 2.05.3.f).

14.07. Partial Shipping/Storage

1. Storage of a portion of the Member's HG&E should only be authorized in exceptional circumstances or where the assigned COH will not accommodate all personal possessions. In those instances where storage is at public expense, there will be no transferable savings provided for weight reduction.
 - a) Core Envelope
 - i) Actual storage cost; and
 - ii) The combined shipment/storage weight not to exceed 20,000 lbs/9,071.94 kg
 - b) Customized/Personalized Envelope
 - i) Weight in excess of 20,000 lbs/9,071.94 kg placed in storage

NOTES:

1. The movement of partial HG&E must be done by an HGRS contracted service provider and authorized by the Relocation Reviewer.
2. When storage of a portion of a Member's HG&E is authorized, shipment of HG&E on a subsequent relocation will be authorized from both the principal residence and storage facility, in accordance with Section 14.05.

14.08. Shipment of Personal Motor Vehicle to an Isolated Post

1. The following restrictions apply to the shipment of a PMV to an Isolated Post (see also Section 10.10.):
 - a) If the Isolated Post is accessible by road, the sending division must determine if the receiving division permits the shipment of a PMV to the new location.

- b) If the Isolated Post is not accessible by road, the shipment of a PMV will not normally be authorized. If the shipment of a PMV is not authorized, the Member is entitled to the following:
- i) Core Envelope
 - Storage of PMV, maximum of two for a family.
 - Shipment of one snowmobile or ATV.
 - ii) Customized/Personalized Envelope
 - Shipment of a second snowmobile or ATV, if the Member relocates to an Isolated Post with dependants.
2. The RCMP will ship one PMV to Iqaluit by barge during the summer months and by air in other seasons.
3. The Member may be provided with a rental car during the time it takes to ship the PMV to and from Iqaluit. The costs will be funded from the following:
- a) Core Envelope
 - i) Costs to ship PMV; and
 - ii) Rental car while PMV is being shipped.

Appendices

Appendix A

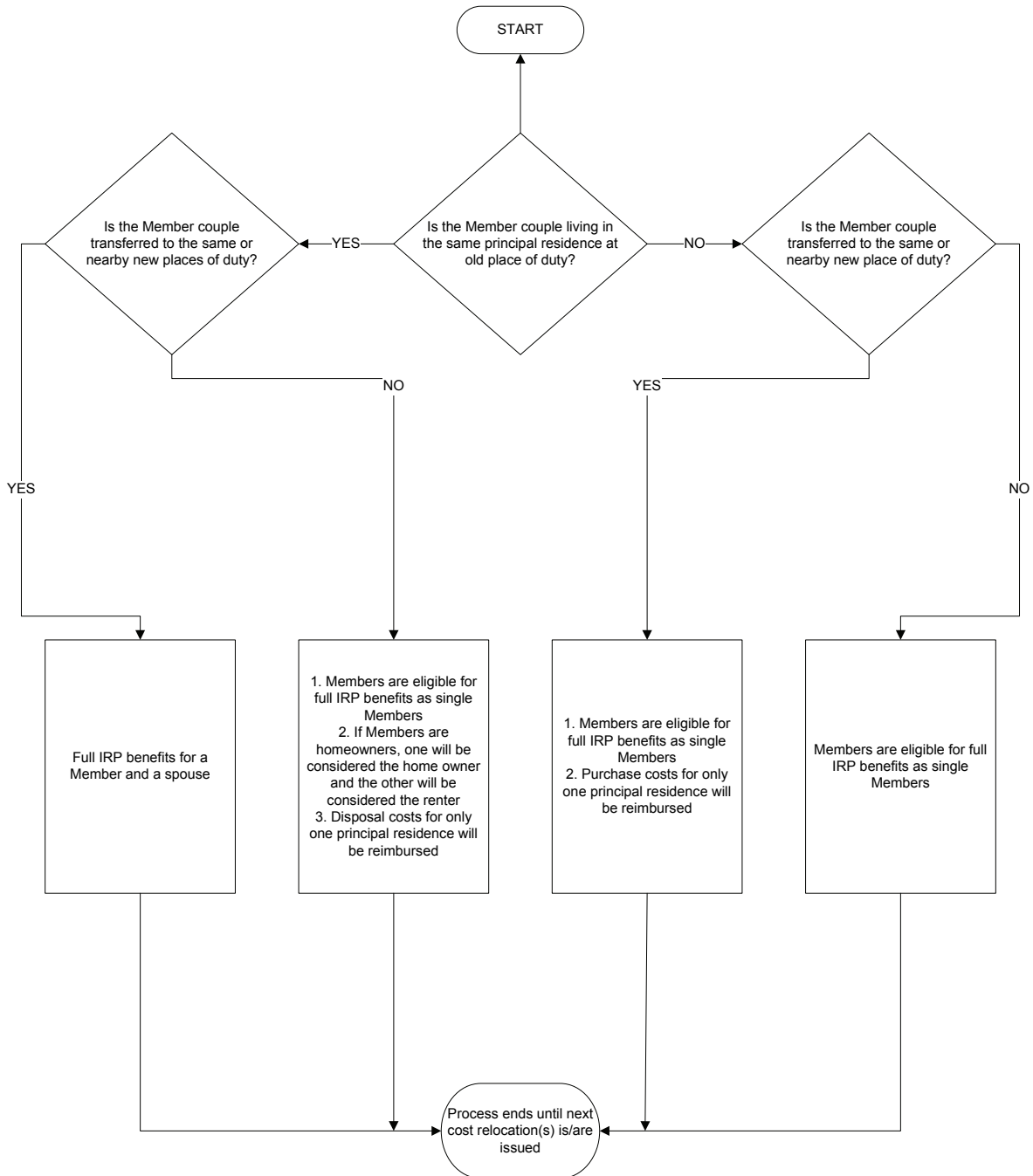
Authorization for Spouse to Represent Member	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>I hereby authorize my spouse, _____, to represent me and make relocation related decisions on my behalf as requested by the Regional Relocation Reviewer and/or the CRSP as required by the IRP.</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix B

Common Law Declaration	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>This declaration will serve to designate an individual as a common-law partner for purposes of the RCMP IRP and for the relevant benefits to be accorded there under. We, _____ and _____ solemnly declare that our relationship is and has been demonstrated by our cohabitation in a conjugal relationship. This relationship is and has been recognized for a period of at least one year in the community or communities in which we have lived. This common law relationship commenced on _____, 20____ .</p> <p>Signed: _____</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix C

Member Couples



Appendix D

Request to Delay Sale of Principal Residence at Old Place of Duty	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>I understand that under the provisions of the Integrated Relocation Program, by requesting a delay of sale on my principal residence located at:</p> <hr/> <hr/> <hr/>	
<ol style="list-style-type: none">1. I accept all financial responsibility/risks resulting from delaying the sale of the above-mentioned principal residence at old place of duty.2. If not already completed, I will immediately register with RLRS and have an appraisal performed on the above-mentioned principal residence, to establish the market value of the residence. All disposal and other relocation expenses will be based on this appraised value, as per Section 1.08.2.b).3. I will not be seeking the Real Estate Incentive since the decision to sell the principal residence at old place of duty has already been made.4. I will not be eligible for TDRA or commuting assistance.5. I understand that the delay of sale does not extend the 24-month time limit to complete the relocation.	
<p>Signed: _____ Date: _____</p>	

Appendix E

Retention of Principal Residence at Old Place of Duty	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	

This is to confirm my retention of principal residence located at:

I understand that under the provisions of the Integrated Relocation Program, by electing to retain my principal residence, I am entitled to sell said residence at government expense on a subsequent transfer and relocation at Crown expense only.

I further understand and agree that any future disposal costs will be based upon the appraised value at that time and the maximum fees and rates outlined in the IRP in effect for the future relocation.

I understand that if I receive an authorized transfer and relocation at Crown expense back to the location of said principal residence, the election to retain the principal residence expires. I also understand that the RCMP will only be responsible for the disposal costs of one principal residence per relocation. **I also understand that my household effects will only be moved from one location on a subsequent transfer.**

Signed: _____

Date: _____

Appendix F

Real Estate Incentive	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	

This is to confirm my election to accept the Real Estate Incentive for my principal residence located at:

I understand that under the provisions of the Integrated Relocation Program, by electing to accept the Real Estate Incentive, I will receive a credit equivalent to 80% of the real estate commission otherwise payable (taxes excluded) at the pre-negotiated rates, calculated on the appraised value. This credit, capped at \$12,000, will be credited to my Personalized Envelope.

I further understand and agree that in consideration of the above credit, I hereby waive the right to claim any costs associated with this residence from the Government of Canada. I understand that this waiver includes any and all future disposal costs and any potential future incentives for this property under the IRP, unless I reoccupy the property as a result of an authorized relocation at Crown expense. Then on a subsequent authorized relocation at Crown expense, this residence will be considered as my principal residence and I will be able to claim all related disposal costs or incentives for this property subject to the IRP applicable to the new relocation.

Signed: _____

Date: _____

Appendix G

HHT Prior to Sale of Principal Residence at Old Place of Duty	
Name:	
Employee/Regiment Number:	
PID/Transfer Date:	
Service Provider File Number:	
<p>I understand that under the provisions of the Integrated Relocation Program, by proceeding on a HHT prior to the sale of my principal residence located at:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I accept all financial responsibility/risks resulting from purchasing a residence at the new place of duty before the one at origin is sold.</p> <p>I further understand that the RCMP will not be responsible for any financial hardship which may result from my proceeding on a HHT prior to the disposal of my primary residence.</p> <p>Signed: _____</p> <p>Date: _____</p>	

Appendix H

Retirement Relocation Applicable and Non-Applicable Benefits

APPLICABLE BENEFITS
Legal Fees and Disbursements (Disposal and Acquisition) Real Estate Fees Building/Structural Inspection (on purchase) Lease Liability/Rent In Advance of Move (one month maximum) House Hunting Trip / Destination Home Inspection Trip Car Rental for HHT Rental Search Assistance Shipment of HG&E (not to exceed 20,000 lbs) Dependant Care (Pack and Load only) Interim Accommodation (origin – pack/load/clean not to exceed 3 days) Travel to New Location Sundry Accountable Incidental Relocation Expenses Non-Accountable Relocation Allowance - \$650 Professional Cleaning(at origin and destination) Shipment of Personal Motor Vehicle (Maximum of 1 vehicle) Appraisal if lot size exceeds limits outlined in Section 3.04 Appraisal (if required for HEAP) Home Equity Assistance Program
NON-APPLICABLE BENEFITS
Home Sale Assistance Retention of Residence at Old Place of Duty Real Estate Incentive Transferable Savings Relocation Allowance Attending Fees and Power of Attorney Bridge Financing Mortgage Breaking Penalty Marketing Incentives Mortgage Interest Differential Mortgage Loan Insurance Premium Interest on Short-Term Loan for Deposit Bridge Financing Mortgage Interest Buy-Down Marketing Incentives HHT – Dependents and/or extended family Extended HHT More than one HHT Car Rental (with the exception of HHT) Boarding of Pets during HHT IAM&MRA at the new location Extension of lease penalty payment Storage in Transit (SIT)

Unloading and Loading at Storage Facility
TDRA