



Commission canadienne
de sûreté nucléaire

Canadian Nuclear
Safety Commission

**CANADIAN NUCLEAR SAFETY
COMMISSION (CNSC)
FLEXIBLE RELOCATION PROGRAM**

**RELOCATION POLICY AND BENEFIT ENTITLEMENTS
FOR RELOCATIONS WITHIN CANADA**

JUNE 1, 2002

TABLE OF CONTENTS

| | |
|--|-----------|
| SECTION A POLICY | 1 |
| SECTION B BENEFIT SUMMARY | 1 |
| SECTION 1 GENERAL PRINCIPLES | 4 |
| 1.1 IMPLEMENTATION | 4 |
| 1.2. APPLICATION | 4 |
| 1.3 PURPOSE AND SCOPE | 5 |
| 1.4 RESPONSIBILITIES | 5 |
| 1.5 DEFINITIONS | 6 |
| SECTION 2 FUNDING | 9 |
| 2.1 GENERAL | 9 |
| 2.2 CORE COMPONENT | 9 |
| 2.3 ENHANCED COMPONENT | 10 |
| SECTION 3 HOUSE HUNTING TRIP (HHT) | 11 |
| 3.1 GENERAL | 11 |
| 3.2 HOUSE HUNTING TRIP (HHT) | 12 |
| 3.3 HOME INSPECTION TRIP (HIT) | 13 |
| SECTION 4 INTERIM LODGING AND MEALS (ILM) | 14 |
| 4.1 GENERAL | 14 |
| 4.1.2 Responsibility | 14 |
| 4.2 LODGINGS | 15 |
| 4.3 MEALS | 16 |
| 4.4 OTHER ENTITLEMENTS | 16 |
| SECTION 5 TRAVEL TO NEW LOCATION | 17 |
| 5.1 GENERAL | 17 |
| 5.2 TRANSPORTATION | 17 |
| 5.2.4.1 Commercial Transportation | 18 |
| 5.2.5 Transportation by Private Motor Vehicle (PMV) | 18 |
| 5.3 LODGING | 19 |
| 5.4 MEALS AND INCIDENTALS | 19 |
| SECTION 6 RENTAL ACCOMMODATION | 20 |
| 6.1 GENERAL | 20 |
| 6.2 ASSISTANCE FOR RENTAL ACCOMMODATION | 20 |

| | |
|--|-----------|
| SECTION 7 SALE OF HOME | 22 |
| 7.2 LIMITATIONS | 22 |
| 7.3 BASIC BENEFITS | 23 |
| 7.4 GUARANTEED HOME SALE (GHS) ASSISTANCE PLAN | 24 |
| 7.5 SALE OF HOME - LOSS ON SALE (LOS) | 24 |
| SECTION 8 PURCHASE OF HOME | 26 |
| 8.1 GENERAL | 26 |
| 8.2 LIMITATIONS | 26 |
| 8.3 NON-REIMBURSABLE EXPENSES | 27 |
| 8.4 REIMBURSABLE EXPENSES | 28 |
| 8.5 COMPARABLE HOUSING SUPPORT (CHS) | 29 |
| SECTION 9 SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS | 31 |
| 9.1 GENERAL | 31 |
| 9.2 MOVE OF HOUSEHOLD GOODS | 32 |
| 9.3 MOVE OF OTHER EFFECTS | 33 |
| SECTION 10 TEMPORARY DUAL RESIDENCE ASSISTANCE (TDRA) | 34 |
| 10.1 GENERAL | 34 |
| 10.2 TDRA OPTIONS | 35 |
| SECTION 11 INCIDENTALS | 37 |
| APPENDIX “A” – SERVICES OF THE RELOCATION ADMINISTRATOR | 38 |
| APPENDIX “B” - GUARANTEED HOME SALE ASSISTANCE PLAN | 40 |

CANADIAN NUCLEAR SAFETY COMMISSION
RELOCATION POLICY AND BENEFIT ENTITLEMENTS
FOR RELOCATIONS WITHIN CANADA

| | |
|-------------------------|--|
| SECTION A | POLICY |
| Policy Statement | <p>The CNSC recognizes the necessity of employee relocations to achieve its mandate. The CNSC further acknowledges the increased value it receives and the hardships imposed on employees as a result of relocation. To support employee relocation, the CNSC has developed a comprehensive relocation assistance package, to provide for:</p> <ul style="list-style-type: none"> • Reimbursement of reasonable and legitimate relocation expenses; and • Professional relocation guidance and counselling. |
| Policy Objective | <p>The objective of the CNSC is to relocate employees in an efficient fashion, at a reasonable cost and with minimal detrimental effect on the employee and family. In addition, it is our objective to provide employees with a full range of relocation assistance services in a formula that marries direct reimbursement of expenditures, for which the employee has little or no control over, and a “cafeteria style” approach to benefits providing an opportunity for the employee to select what is best for their own relocation circumstances. In turn, the CNSC expects employees relocating to use reason and due diligence regarding their relocation.</p> |

| | | |
|--|--|--|
| SECTION B | BENEFIT SUMMARY | |
| Type of Assistance | Core Component | Enhanced Component <i>(subject to availability of funds)</i> |
| Relocation Leave <i>(Section 2.2.3)</i> | <ul style="list-style-type: none"> • 10 days of paid relocation leave | |
| House Hunting <i>(Section 3)</i> | <ul style="list-style-type: none"> • House Hunting Trip for 2 persons - travel and living expenses for maximum of 7 days and 6 nights including travel time • Home Inspection Trip for 1 person - travel and living expenses for maximum of 3 days and 2 nights | <ul style="list-style-type: none"> • HHT for additional persons • Extended House Hunting Trip • Lodgings in excess of one room • Child care • Pet boarding |
| Interim Lodging and Meals <i>(Section 4)</i> | <p>For you, companion and children - meals and lodgings</p> <ul style="list-style-type: none"> • for maximum 3 days and 3 nights at the former location to pack, load and clean residence • for maximum 3 days and 3 nights at the new location to clean residence, unload and unpack • maximum 30 nights reduced by number of nights claimed above while Awaiting household goods and effects and/or accommodation | <p>For extended family - meals and lodgings</p> <ul style="list-style-type: none"> • for maximum 3 days and 3 nights at the former location to pack, load and clean residence • for maximum 3 days and 3 nights at the new location to clean residence, unload and unpack • maximum 30 nights reduced by number of nights claimed above while Awaiting household goods and effects and/or accommodation |

| SECTION B | | BENEFIT SUMMARY |
|--|--|--|
| Type of Assistance | Core Component | Enhanced Component (subject to availability of funds) |
| Travel to New Location (Section 5) | Travel and living expenses for you, companion and children | Travel and living expenses for extended family and other expenses not covered under Core |
| Rental Accommodation (Section 6) | <ul style="list-style-type: none"> • Rent in Advance of Move - 1 month's • Rental Agency Finding Fees - Cost up to pre-negotiated corporate rate. • Rent or Lease Liability - Up to 3 months rent (more if required by law) | <ul style="list-style-type: none"> • Rent in Advance of Move - Additional months • Rental Agency Finding Fees above Core • Professional Cleaning |
| Sale of Home (Section 7) | <ul style="list-style-type: none"> • Loss on Sale (50% deeded loss to max. \$15,000) • Legal Fees and Disbursements • 1 Land Survey • 1 Appraisal • Dispose of first mortgage • Mortgage Breaking Penalties • Guaranteed Home Sale • Real Estate Commission | <ul style="list-style-type: none"> • Loss on Sale (remaining loss; max. \$15,000 less Core) • Attending Fees/Power of Attorney • Land Survey above Core • Additional appraisals • Disposal of second mortgage • Mortgage Breaking Penalties above Core • Structural Inspection • Professional Cleaning • Marketing Incentives |
| Purchase of Home (Section 8) | <ul style="list-style-type: none"> • 1 Structural Inspection • 1 Land Survey • Mortgage Interest Differential if you cannot port • Interest on Home Deposit Loan • Legal Fees and Disbursements (Sheriff's fees, Land transfer tax, Deed transfer charges, Title insurance, Certificate of execution) • Comparable Housing Support | <ul style="list-style-type: none"> • Additional structural inspections • Land Survey if not under Core • Mortgage Interest Differential if you can port • Interest on Bridging Loan • Legal Fees and Disbursements if not under Core |

| SECTION B | | BENEFIT SUMMARY |
|--|--|---|
| Type of Assistance | Core Component | Enhanced Component (subject to availability of funds) |
| Shipment of Household Goods and Effects <i>(Section 9)</i> | <ul style="list-style-type: none"> • Shipment of Household Goods and Effects - Up to 20,000 lbs/9,072kg • Shipment of 1st vehicle • Storage in Transit - Up to 60 days • Insurance - \$100,000/ \$120,000 vehicle • Long-term Storage (only when authorized) - Up to 20,000 lbs/9,072 kg | <ul style="list-style-type: none"> • Shipment of Household Goods and Effects - in excess of 20,000 lbs/ 9,072kg • Shipment of additional vehicles • Storage in Transit - Over 60 days • Additional Insurance • Long-term Storage - If not under Core • Crating and/or Shipment for: art, pets, RV, boat, motorcycle, trailer, snowmobile • Car rental at destination • Disconnection, connection, of appliances • Disassembly and assembly of garden and patio furniture, carpets • Extra pick-up and delivery of goods • Access-to-storage charges • Cleaning, fumigating, moth-proofing |
| Temporary Dual Residence Assistance <i>(Section 10)</i> | <ul style="list-style-type: none"> • Lodging for a dependant who remains to complete an educational term of up to \$600 per month for max. 6 months • Lodging or commuting when the former residence has sold but not closed of up to \$1,500 (lodging) / \$600 (commuting) per month for max. 3 months | <ul style="list-style-type: none"> • Costs above Core |
| Incidental Allowance <i>(Section 11)</i> | | <p>\$650 non-accountable incidental allowance plus reimbursement for a wide range of receipted, relocation expenses (such as those indicated above in this column) provided all of the following criteria apply to the expense.</p> <ul style="list-style-type: none"> • It is directly attributable to the relocation • It is clearly reasonable and justifiable • It does not upgrade your financial position (overall equity) • The reimbursement is not considered by CCRA to be a taxable employment benefit |

| | |
|---|--|
| SECTION 1 | GENERAL PRINCIPLES |
| 1.1 | Implementation |
| 1.1.1 Effective Date | The CNSC Flexible Relocation Program, Relocation Policy and Benefit Entitlements for Relocations within Canada comes into effect June 01, 2002. |
| 1.1.2 Transitional | <p>1) This policy applies to you if you meet the application criteria set out in section 1.2 and you accept an offer of employment from the CNSC dated June 1, 2002 or later.</p> <p>2) This policy may be applied to you if you meet the application criteria set out in section 1.2 and you</p> <ul style="list-style-type: none"> • Accept an offer of employment from the CNSC and the acceptance is dated June 1, 2002 or later; or • Accepted an offer of employment from the CNSC prior to June 1, 2002 and by June 1, 2002 you had not yet received any relocation benefits from the CNSC. <p>In the case of item 2 above, you may choose to have this policy apply to your relocation, in which case you will forfeit relocation benefits outlined in the <i>AECB Relocation Policy for Employees</i> or the <i>AECB Relocation Policy for Appointees Relocating within Canada</i>.</p> <p>3) This policy shall not be applied to you if you accepted an offer of employment from the CNSC prior to June 1, 2002 and by June 1, 2002 you had already received some relocation benefits pursuant to the <i>AECB Relocation Policy for Employees</i> or the <i>AECB Relocation Policy for Appointees Relocating within Canada</i></p> |
| 1.2 | Application |
| 1.2.1 Eligibility | You are eligible for relocation assistance when all of the applicable criteria of this section are met. |
| 1.2.2 Position at CNSC | <p>You accept an employment offer from the CNSC for a position meeting the following criteria:</p> <ul style="list-style-type: none"> • The position is full-time • The position is indeterminate (The position is of a permanent nature, for a period of two years or more. This policy does not apply to temporary or team assignments.) • The position has a minimum classification level of RL-5 (To respond to special management situations, relocation assistance may be offered to individuals in positions at a lower RL level. In these instances, assistance may be restricted and the written approval of the Director of Finance & Administration is required.) • The position is located at a new place of duty |
| 1.2.3 100 km Away | Your current principal residence is at least 100 km (by the shortest usual public route) away from the new place of duty. |
| 1.2.4 40 km Closer | Your new principal residence must be at least 40 km (by the shortest usual public route) closer to the new place of duty than the former residence was. |
| 1.2.5 New Hires: Two-Year Commitment | If you are commencing initial employment with the CNSC, you must sign a two-year service agreement before any relocation assistance will be provided. If you terminate your employment during this two-year period, you must repay a portion of the relocation assistance provided, proportional to the period by which your period of employment falls short of the two years. |

| | |
|---|--|
| SECTION 1 | GENERAL PRINCIPLES |
| 1.3 | Purpose and Scope |
| 1.3.1 Efficient | It is the policy of the CNSC to relocate you in the most efficient fashion. That is, at the most reasonable cost to the public, yet having a minimum detrimental effect on you and your family and on CNSC operations. |
| 1.3.2 Expense Reimbursement | It is the policy of the CNSC to reimburse you for actual and reasonable relocation expenses, as outlined in this relocation package, when your relocation is made at the written request of the CNSC. Additionally, it is the policy of the CNSC to issue such reimbursements, only after you have commenced employment with the CNSC. |
| 1.3.3 Professional Assistance | It is the policy of the CNSC to provide you with professional assistance throughout your relocation with the view of presenting you every reasonable opportunity to maximize the available benefits. |
| 1.3.4 Discretion | The CNSC Flexible Relocation Program, Relocation Policy and Benefit Entitlements and any limitations thereto are published as directive and not as permissive guidelines. The policy is premised on the reimbursement of actual, reasonable and legitimate relocation expenses. Discretion shall be confined to those provisions where discretion is specifically authorized. |
| 1.3.5 Legitimate Expenses | The relocation provisions shall provide only for your legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances. When selecting service providers, you will ensure that an "arm's length" relationship exists. |
| 1.3.6 Equal Application | Unless specifically stated otherwise, the standards, rates or allowances and the reimbursement of expenses incurred as authorized in this package shall be applied to you irrespective of age, sex, marital or family status, or disability. |
| 1.3.7 Two Funding Components | This program comprises two (2) components, namely the Core Component and the Enhanced Component. There is no provision under any circumstances for exchanging or assigning a monetary value for Core Component items that are not used. If you choose not to use a provision of the Core Component, you forfeit it. |
| 1.3.8 Government Travel Rates | Travel shall comply with the provisions of the current Government Travel Directive. For accommodation, transportation, meal and incidental travel expenses, the Government Travel Rates shall apply. |
| 1.4 | Responsibilities |
| 1.4.1 Policy Responsibility | The Director General, Finance & Administration Division is responsible for developing and maintaining this program including interpreting and approving all exceptions. |
| 1.4.2 Relocation Co-ordinator | The CNSC Manager of Accounting Operations, Finance and Administration Division is the "Relocation Co-ordinator" and is responsible for the implementation and co-ordination of this program. |
| 1.4.3 Relocation Administrator | The "Relocation Administrator" is an independent relocation management firm retained under contract by the CNSC to administer this program. Details on the services they may provide can be found in Appendix "A". |
| 1.4.4 Individual Relocating | You are responsible for utilizing the professional services offered by the Relocation Administrator to maximize the potential for a positive and well planned move. It is essential that you read this policy carefully, so that you do not inadvertently undertake expenditures which are not reimbursed. You are expected to use reason and due diligence regarding your relocation. |

| | |
|---|---|
| SECTION 1 | GENERAL PRINCIPLES |
| 1.5 | Definitions |
| Authorisation <i>(autorisation)</i> | If you incur expenses related to a specific relocation before having received written authorisation to relocate, the CNSC shall not be responsible for such expenses, unless and until the relocation is subsequently authorised. |
| Companion <i>(compagne ou compagnon)</i> | A person with whom you currently reside and will continue to reside with, at the new location. This person is generally a spouse or a common-law spouse, but may also include a room-mate. For the purposes of this policy, you may only claim expenses for one companion. |
| Dependant <i>(personne à charge)</i> | Means any person who lives with you and is either your spouse or companion, a person for whom you can claim a personal exemption under the <i>Income Tax Act</i> , or an unmarried child, step-child, adopted child or legal ward who cannot be claimed as an income tax deduction but is in full-time attendance at school. A family member who is permanently residing with you, but who is precluded from qualifying as a dependant under the <i>Income Tax Act</i> because the family member receives a pension, shall also be considered as a dependant under this policy. |
| Expense claim <i>(demande de remboursement)</i> | <p>The form in which you submit your expenses to the Relocation Administrator for reimbursement. You must submit a detailed and itemized account which must conform to the following requirements:</p> <p>(a) the claim must be submitted within 30 days after the date of your arrival at the new location, or the date the dependant(s) arrive, whichever is later;</p> <p>(b) the claim must be supported by receipted vouchers for each item in the claim except: kilometric allowance, expenses for meals and incidental expenses, and amounts paid for accommodation other than in commercial establishments;</p> <p>(c) the claim must be supported by any other information required by the Relocation Administrator; and</p> <p>(d) the claim must be signed by you, certifying that all the amounts claimed have been paid.</p> <p><i>The following shall be observed in the review of expense claims:</i></p> <p>(a) reimbursement shall not exceed the amounts stated in this policy;</p> <p>and</p> <p>(b) when relocation expenses are claimed for dependants other than your companion or unmarried children (dependant or in full-time attendance at school), you must certify that the dependants live with you and are persons for whom an exemption may be claimed under the <i>Income Tax Act</i>, or who would otherwise qualify if they were not precluded because they receive a pension.</p> |
| Family car <i>(voiture de promenade)</i> | For purposes of shipment, means a sedan, sports car, station wagon, mini van, pick-up, or 4-wheel drive vehicle of three-quarter ton rating or less, registered in your name or in the name of your companion, or a dependant, the primary purpose of which is for family conveyance. This definition excludes racing cars, campers, and any other vehicle which does not meet the above criteria. |
| Former Location <i>(ancien lieu de travail)</i> | Refers to the area/community in which you currently reside and will relocate from. |

| SECTION 1 | GENERAL PRINCIPLES |
|--|---|
| Government Travel Rates <i>(taux de voyage en vigueur au gouvernement)</i> | For accommodation, transportation, meal and incidental travel expenses, the Government Travel Rates shall apply. These rates may be accessed as follows http://intranet/infosite/tools/travel/indexe.htm , or for GE Net: http://publiservice.tbs-sct.gc.ca/travel/travel_e.html , or for Internet access: http://www.tbs-sct.gc.ca/travel/travel_e.html |
| Household goods <i>(effets mobiliers)</i> | Means your furniture, household equipment and personal effects, but does not include automobiles, livestock and pets. |
| Living expenses <i>(frais de subsistance)</i> | Means the expenses incurred for food and overnight lodging. It may also include incidental expenses such as laundry, valet service, gratuities, local telephone calls and local transportation, as specified in this policy. Rates paid are in accordance with the Government Travel Rates. |
| Location <i>(lieu de résidence)</i> | Refers to the area/community in which you currently reside and will relocate from (<i>former location</i>) and also refers to the area/community where you plan to reside and will relocate to (<i>new location</i>). |
| New Location <i>(nouveau lieu de résidence)</i> | Refers to the area/community where you plan to reside and will relocate to. |
| Place of Duty <i>(lieu de travail)</i> | Means the locale of the official station or headquarters at or from which you ordinarily performed your duties, or are required to report for duty, and includes any area which, according to local custom, is within commuting distance of the place of duty. |
| Principal residence <i>(résidence principale)</i> | Means a single-family dwelling owned or rented by you or your companion or a dependant residing with you, and which was occupied continuously at the time the relocation was authorised and which is recorded as your permanent address. When your principal residence is on a lot of more than 2 acres, then certain benefit entitlements may not apply or may be restricted. Temporary or seasonal accommodation is excluded by this definition. |
| Relocation <i>(réinstallation)</i> | Means the authorised move from one location to another. |
| Relocation Administrator <i>(administrateur des réinstallations)</i> | The “Relocation Administrator” is an independent relocation management firm retained under contract by the CNSC to administer this policy. |
| Relocation Coordinator <i>(coordonnateur de la réinstallation)</i> | The CNSC Manager of Accounting Operations, Finance and Administration Division, is the “Relocation Co-ordinator” and is responsible for the implementation and co-ordination of this policy. |

| SECTION 1 | GENERAL PRINCIPLES |
|--|--|
| Relocation Leave <i>(congé de réinstallation)</i> | An allotment of ten (10) days of paid relocation leave to provide you with time away from the workplace to carry out various activities associated with your relocation, such as, but not limited to: house hunting; move of household goods; en route travel to the new location; acquisition of services at the new location like doctors, lawyers, schools, etc. All time away from the office must be accounted for via submission of a leave form. Of the ten days, days not used for relocation, may be used by you for any other purpose - in this respect, the ten days relocation leave are similar to annual leave. You have 2 years, from the date you report for work in the new work location, in which to use your relocation leave. After 2 years, days not used are forfeited. |
| Relocation while on travel status <i>(réinstallation d'un employé en voyage)</i> | If you are authorised to relocate while in travel status at the new location, such circumstances shall change the status from travel to relocation. If you are eligible for assistance, it shall be approved. The assistance should start the day following the effective date of relocation. |
| Self-contained <i>(logement autonome)</i> | Accommodation that is equipped with kitchen/food preparation appliances and laundry facilities. |
| Single-family dwelling / residence <i>(habitation unifamiliale)</i> | Means living quarters containing the normal amenities necessary for continuous year-round occupancy. The dwelling must be structurally separated and have an entrance or entrances from outside the building or from a common hall, lobby, vestibule, or stairway inside the building. |
| Spouse <i>(conjoint)</i> | Is a husband/wife relationship and refers to your legal husband/wife or common-law husband/wife. |
| Spousal relocation <i>(réinstallation du conjoint)</i> | If you and your spouse are relocated, and the spouse is also an employee who is transferred to the same location, the Policy shall apply as for an employee and spouse and not as two separate employees. Relocation Leave will be granted to the spouse. |
| Tax <i>(impôts)</i> | Information available from Canada Customs and Revenue Agency (CCRA) at 1-800-959-8281. |
| Transfer <i>(mutation)</i> | Means the movement of a person from one position to another within the CNSC. |
| Travel expenses <i>(frais de voyage)</i> | Means the transportation expenses (including ground travel) incurred en route. Payments are in accordance with the Government Travel Rates. |

| | |
|---|--|
| SECTION 2 | FUNDING |
| 2.1 | General |
| 2.1.1 Funding Components | This policy comprises two (2) funding components, the Core Component and the Enhanced Component. Each of these components is described below. |
| 2.1.2 Receipts | Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. Photocopies are not acceptable. In exceptional circumstances you may sign a personal declaration justifying loss of the receipt. Note: Canada Customs and Revenue Agency (CCRA) requires original itemized receipts. |
| 2.2 | Core Component |
| 2.2.1 General | The Core Component of this policy covers 100% of the standard or basic relocation benefits as described in this policy. There is no predetermined dollar limitation on the Core Component as it is designed to provide for actual expenses incurred, unless otherwise specified. In addition, the Core Component provides for ten (10) days of paid relocation leave and professional relocation counselling. An unused Core Component benefit is not transferable. |
| 2.2.2 Core Benefits Overview | <ul style="list-style-type: none"> • House Hunting Trip: transportation; accommodation; meals & incidentals; 5 days plus 2 days travel; 2 persons • Sale of Home; Real Estate Commission; Appraisal fees; Mortgage breaking penalties - non-portable mortgages only; Equity loss (Max. \$15,000); Guaranteed home sale assistance; Legal fees • Purchase of Home: Mortgage interest differential on purchase (non-portable mortgage); Housing Differential; Legal fees; Building/Structural inspection • Rental Accommodation: Termination - Rent and lease liability; Acquisition - Rental Agency finding fees; Rent in advance of a move • Shipment of Household Goods and Effects: Household goods 20,000 lbs/9,072 kg; 1 Car; Mobile home (limitations apply); Storage in transit; Long term storage (limited duration transfers only) • Interim Lodging: Accommodation, meals & incidentals; Max. 1 month; family unit • Temporary Dual Residence Assistance (TDRA): Max. \$600/month x 6 months or \$1,500/month x 3 months • Ten (10) days of paid relocation leave • Professional counselling: relocation planning; destination orientation, etc. |
| 2.2.3 Relocation Leave | You will receive an allotment of ten (10) days of paid relocation leave. This leave is intended to provide you with time away from the workplace to carry out various activities associated with your relocation, such as, but not limited to: house hunting; move of household goods; en route travel to the new location; acquisition of services at the new location like doctors, lawyers, schools, etc. All time away from the office must be accounted for via submission of a leave form. If you require more than ten (10) days, then you must use other leave such as annual leave, compensatory O/T, banked time, etc. Of the ten days, days not used for relocation, may be used by you for any other purpose - in this respect, the ten days relocation leave are similar to annual leave. You have 2 years, from the date you report for work in the new work location, in which to use your relocation leave. After 2 years, days not used are forfeited. |

| SECTION 2 | FUNDING |
|---|--|
| 2.2.4 Professional Counselling | In addition to the reimbursable Core Component benefits, you are entitled to receive professional counselling such as relocation planning, door-to-door moves, destination services including information on the new location such as schools, churches, medical and recreational facilities, etc. |
| 2.2.5 No Transfer of Unused Core Component Benefits | There is no provision under any circumstances for exchanging or assigning a monetary value for Core Component items that are not used. If you choose not to use the provisions of the Core Component then you forfeit them. Example: If you opt not to go on a House Hunting Trip (HHT), you forego a Core Component entitlement and you will not receive a monetary value for this action. |
| 2.2.6 Relocation Advance | You may receive a relocation advance to cover anticipated out-of-pocket relocation expenses. |
| 2.3 | Enhanced Component |
| 2.3.1 General | This funding is in addition to the Core Component and is designed to encourage you to "enhance" your move by paying for benefits not otherwise payable under the Core Component. It provides you the flexibility to choose assistance which best meets your relocation needs. You enhance your relocation by "drawing down" funds from the Enhanced Component until such time as all the funds therein have been used. You may claim and be reimbursed for any relocation expense not provided for under the Core Component provided the reimbursement is considered a non-taxable benefit. Upon completion of your relocation, the unspent balance in the Enhanced Component will be cashed out (paid) to you. |
| 2.3.2 Funding Formula | Funding for the Enhanced Component has a pre-determined fixed amount. The amount is a calculation based on multiple factors including your salary, size of your family and distance of your move. The Enhanced Component funding is further limited to 6% of your salary in effect on the first day of the new post. The funding formula is comprised of the following: <ul style="list-style-type: none"> • 3% of your salary; plus • \$1,000 for your companion OR \$1,000 for first dependant if no companion; plus • \$500 for each additional dependant; plus • \$500 for each province travelled in or through to complete the relocation. The above funding is limited to 6% of your salary in effect on the day that you start the position at the new location. |
| 2.3.3 Allowable Expenses | You may claim and be reimbursed for any relocation expense not provided for under the Core Component provided that all of the following criteria are met. <ul style="list-style-type: none"> • The expense is directly attributable to the relocation • The expense is clearly reasonable and justifiable • The expense does not upgrade your financial position (overall equity) • Reimbursement of the expense is not considered by CCRA to be a taxable employment benefit Note: As CCRA rulings on taxable employment benefits may change from year to year, the Relocation Administrator will provide advice and guidance on what expenses can or cannot be claimed against the Enhanced Component. |
| 2.3.4 Cash Out of Unspent Funds | Should all the available funds in the Enhanced Component not be used, they will be paid to you upon conclusion of the move. This payment is deemed by CCRA to be a taxable employment benefit. |

| | |
|------------------|---------------------------------|
| SECTION 3 | HOUSE HUNTING TRIP (HHT) |
|------------------|---------------------------------|

| House Hunt | Core Component | Enhanced Component (<i>subject to availability of funds</i>) |
|--|---|--|
| Basic House Hunting Trip (HHT) | For 2 persons - maximum 7 days and 6 nights including travel time <ul style="list-style-type: none"> • Transportation • Lodgings -one double occupancy room • Meals • Incidentals (see 3.2.8) • Compact car at destination - 6 days • Local/long distance - business only (No reimbursement for calls home) | <ul style="list-style-type: none"> • Lodgings in excess of one room • Transportation and/or meals for additional persons – e.g. children / extended family • Car rental upgrade/costs over Core • Child care |
| Extended House Hunting Trip (Family issues): | | For you, companion, children, and extended family <ul style="list-style-type: none"> • Lodgings • Meals • Incidentals (see 3.2.8) |
| Extended House Hunting Trip (Finding elder care accommodation) | | For you, companion, children, and extended family <ul style="list-style-type: none"> • Lodgings • Meals • Incidentals (see 3.2.8) |
| Home Inspection Trip (HIT) | For 1 person - maximum 3 days and 2 nights <ul style="list-style-type: none"> • Transportation • Lodgings - single occupancy room • Meals • Incidentals (see 3.2.8) • Compact car at destination - 2 days | |

| | |
|--------------------------|---|
| SECTION 3 | HOUSE HUNTING |
| 3.1 | General |
| 3.1.1 Policy | It is the policy of the CNSC to provide you with the opportunity to secure suitable accommodation at the new location. The Relocation Administrator provides additional service/assistance such as home search, as outlined in the following pages. |
| 3.1.2 Entitlement | You are not entitled to a House Hunting Trip (HHT) if you plan to re-occupy a previously owned residence or if you have already secured accommodation. However, in this case you are entitled to a Home Inspection Trip (HIT). You are entitled to either a HHT or a HIT, not both. |

| | |
|---|--|
| SECTION 3 | HOUSE HUNTING |
| 3.2 | House Hunting Trip (HHT) |
| 3.2.1 Duration of HHT | Up to two persons may be authorized a HHT of up to 5 days (6 nights) duration at the new location. The total HHT duration shall not normally exceed 7 days (6 nights), including travel time. Note: You can minimize the duration of your HHT by utilizing trip planning and home search services offered by the Relocation Administrator. |
| 3.2.2 Travel Time | Total travel time shall not exceed two days (1 day each way), except when distances and/or connections are such that one-way travel cannot be accomplished within one day. In these cases, additional travel time shall be authorized by the Relocation Co-ordinator and related expenses paid from the Core Component. |
| 3.2.3 Additional Travel Time | If you select a different mode of transportation from that which would normally have been used and as a result additional costs are incurred, then these costs, if reimbursed, will be funded from the Enhanced Component. |
| 3.2.4 Leave | If already in the employ of the CNSC, you are deemed to be on duty travel for the basic HHT (5+2 days). Relocation leave must be used for this period. For extended HHT you are not considered to be on duty travel. Leave such as relocation, annual, banking or compensatory time off must be used for extended periods. |
| 3.2.5 Extended HHT | You may use funds from the Enhanced Component to extend the duration of your HHT as follows: <ul style="list-style-type: none"> • <u>Family Issues</u> – to find suitable day care, school, and/or making specialized medical arrangements • <u>Finding Elder Accommodation</u> – to find suitable accommodation (other than principal residence) such as elder care facilities. |
| 3.2.6 Return Transportation | Return travel for each authorized person, from the old to the new location, shall be by the most practical and economical means, as follows: <ul style="list-style-type: none"> • Commercial Transportation - air, rail, bus, car rental (the means of travel should be direct, economical, convenient and practical) • Private Motor Vehicle - expenses reimbursed at Government Travel Rates high kilometre rate - not to exceed the cost car rental. • Motorcycles - 60% of the Government Travel Rates high kilometre rate. |
| 3.2.7 Occupancy Principles | For the basic HHT, the cost of one hotel room (double occupancy) per night may be reimbursed from the Core Component. All additional lodging costs shall be reimbursed from the Enhanced Component. |
| 3.2.8 Meals and Incidentals | You shall be paid the daily meal allowance reflective of the current Government Travel Rates per person per day plus one incidental allowance per family unit per day. |

| | |
|---|---|
| SECTION 3 | HOUSE HUNTING |
| 3.2.9 Local Transportation | <p>You may rent a vehicle at the new location and be reimbursed, from the Core Component, the following.</p> <ul style="list-style-type: none"> • Car Rental: Up to a maximum of 6 days (HHT) or 2 days (HIT) reimbursement for reasonable compact car rental cost. Actual and reasonable gas expenses. Parking and toll charges. • Private Motor Vehicle: Actual mileage driven calculated at the Government Travel Rates high kilometric rate to a maximum amount based upon the rental costs of a compact size car and CDW (if required) for 6 days (HHT) or 2 days (HIT). Parking and toll charges. No gas reimbursement. <p>Note: You should attempt to minimize local transportation expenses by utilizing the services of the Relocation Administrator.</p> |
| 3.2.10 Commuting for HHT | For a short-distance move (approximately 150 km or less) you may commute for your HHT at the end of a regular work day/shift or on weekends/regular day-off. Return kilometre claims and meals are restricted to a maximum of 5 days and depending on the actual distance, overnight stay-over may be reduced or not permitted. |
| 3.2.11 Telephone Calls | You may be reimbursed actual and reasonable local and long distance telephone calls to real estate agents, rental agencies, etc. incurred during the course of house hunting from the Core Component. Receipts are to be provided. Costs for calls home and other personal calls are not reimbursable, since these are included in the daily incidental allowance. |
| 3.2.12 Child Care | If you are accompanied by your companion or are a single parent who has left dependant children under 16 years of age at home (or over 16 years of age provided the child is incapable of caring for themselves due to a physical or mental disability), then you may be reimbursed actual and reasonable child care expenses from the Enhanced Component. Reimbursement is limited to costs additional to any existing child care arrangements. Receipts or declaration is required. |
| 3.2.13 More than One HHT | You may take more than one basic HHT but any costs in excess of a single 7 day HHT shall be funded from the Enhanced Component. |
| 3.2.14 Unsuccessful HHT | The purpose of a HHT is to secure accommodation. If you did not have a successful HHT you may take an additional HHT. When reimbursed, costs for additional HHT shall be reimbursed from the Enhanced Component. |
| 3.3 | Home Inspection Trip (HIT) |
| 3.3.1 Entitlement | If you did not have a HHT and you plan to re-occupy a previously owned residence or if you have already secured accommodation, then you are entitled to a HIT. |
| 3.3.2 Benefits | <p>All of the Core Component benefits provided for in section 3.2 apply to a HIT with the following limitations.</p> <ul style="list-style-type: none"> • Entitlement is for one person • Duration is for a total of 3 days and 2 nights (inclusive of travel time) |

| | |
|------------------|--|
| SECTION 4 | INTERIM LODGING AND MEALS (ILM) |
|------------------|--|

| Interim Lodging and Meals | Core Component | Enhanced Component (subject to availability of funds) |
|--|---|---|
| At the former location to pack, load and clean residence. | For you, companion and children - maximum 3 days and 3 nights <ul style="list-style-type: none"> • Lodgings • Meals | For extended family - maximum 3 days and 3 nights <ul style="list-style-type: none"> • Lodgings • Meals |
| At the new location to clean residence, unload and unpack. | For you, companion and children - maximum 3 days and 3 nights <ul style="list-style-type: none"> • Lodgings • Meals | For extended family - maximum 3 days and 3 nights <ul style="list-style-type: none"> • Lodgings • Meals |
| Awaiting household goods and effects and/or accommodation. | For you, companion and children - maximum 30 nights reduced by number of nights claimed above <ul style="list-style-type: none"> • Lodgings • Meals | For extended family - maximum 30 nights reduced by number of nights claimed above <ul style="list-style-type: none"> • Lodgings • Meals |

| | |
|---|--|
| SECTION 4 | INTERIM LODGING AND MEALS (ILM) |
| 4.1 | General |
| 4.1.1 Policy | It is the policy of the CNSC to compensate you for interim lodgings and meals while household goods are packed and unpacked, and during periods in which you are necessarily separated from your household goods. See 4.1.5 for reimbursable period of interim accommodation. |
| 4.1.2 | Responsibility |
| 4.1.2.1 General | It is incumbent upon you, the Relocation Co-ordinator and the Relocation Administrator to maximize as much as possible, the incidence of a door-to-door move for your relocation. |
| 4.1.2.2 Individual Relocating | You have to ensure that move of your household goods are coordinated as closely as possible with your reporting date. You are expected to seek out and occupy self-contained accommodation as soon as possible on arrival at the new location and vacate the higher priced hotel/motel type accommodation. Luxury accommodation shall not be used. |
| 4.1.2.3 Relocation Coordinator | The Relocation Co-ordinator shall provide to the Relocation Administrator, all relevant information to assist in the coordination of your move. The Relocation Administrator will be actively involved in the proper planning of House Hunting Trips (HHT) to maximize the opportunities of success and to minimize the time spent in interim accommodation. |
| 4.1.2.4 Manager | Managers shall allow flexibility of reporting dates to enable you to coordinate relocation activities effectively and in the most cost-effective manner. |
| 4.1.3 Principles for Reimbursement | The principle for reimbursement of ILM is that expenses will normally be reimbursed only for the period you remain necessarily separated from your household goods; or when permanent accommodation has been obtained but is not yet available. |

| | |
|---|--|
| SECTION 4 | INTERIM LODGING AND MEALS (ILM) |
| 4.1.4 Door-to-Door Moves | When the shipment of household goods and the arrival of you, your companion, and your dependants is properly co-ordinated with the availability of accommodation, the need for interim accommodation should be limited to 3 days at the former location (pack, load and clean) and 3 days at the new location (clean, unload and unpack). |
| 4.1.5 Benefit | You will be reimbursed actual and reasonable expenses within the prescribed rates or provided with an allowance or both as follows. <ul style="list-style-type: none"> • Former Location (pack, load, clean): lodging - 3 nights; meal allowance - 3 days • New Location (clean, unload, unpack): lodging - 3 nights; meal allowance - 3 days • Awaiting Household Goods & Effects and/or Accommodation: as required... lodging - up to 30 nights (reduced by the number of nights claimed above for former and new locations); meal allowance - up to 30 days (reduced by the number of days claimed above for former and new locations) |
| 4.1.6 Pack, Load, Clean | Interim Lodging expenses are normally paid for the periods indicated in 4.1.5 at the commencement and at the end of the move. ILM is intended to cover expenses incurred while your household goods are packed, loaded, unloaded and unpacked, and while your residence is being cleaned. ILM shall be paid regardless of whether a professional or you carry out these activities. |
| 4.1.7 Authorised to Move | The movement of your household goods to the new location will not normally be authorised until you have found suitable permanent accommodation. |
| 4.2 | Lodgings |
| 4.2.1 Commercial Lodgings | You will be reimbursed actual and reasonable commercial lodging expenses incurred for you, your companion and your dependants for each night as follows: Core Component - Up to 30 nights for the "white page" listed hotel for the area. Enhanced Component - Expenses incurred for extended family & expenses above the Core Component. |
| 4.2.2 Private / Non Commercial Lodgings | If you use private and/or non-commercial lodgings you will be entitled, from the Core Component, to the Government Travel Rates lodging allowance, one allowance per family/household, payable for each night of occupancy, to a maximum of 30 nights. Receipts are not required for private/non-commercial lodgings. |
| 4.2.3 Combined Commercial & Private / Non Commercial | If you and your family occupy both commercial and private/non-commercial lodgings on the same night, you will be reimbursed the lodging allowance or the costs for the commercial lodgings, not both. Example: You and your companion stay at a hotel and your 2 children stay with the grandparents. The family would have been entitled to 2 hotel rooms. However, the choice was made and reimbursement will be for either the lodging allowance or the hotel charges - not both. |

| | |
|--|--|
| SECTION 4 | INTERIM LODGING AND MEALS (ILM) |
| 4.2.4 Lodgings in Excess of 30 Days | <p>It remains your responsibility to keep Interim Lodging expenses to a minimum. In exceptional circumstances and subject to the approval of the Relocation Co-ordinator, you may be reimbursed lodging expenses from the Core Component, within the prescribed limits for days in excess of 30 when:</p> <ul style="list-style-type: none"> • The household goods and effects were not available for delivery to the new residence because of shipment delays emanating from the moving company; • You were denied a change in reporting date when such a change could have resulted in a reduction of the 30 days Interim Lodging. <p>Note: Awaiting the occupancy of private accommodation whether rented, purchased or under construction, is a personal decision. ILM will not be reimbursed beyond 30 days.</p> |
| 4.3 | Meals |
| 4.3.1 Daily Meal Allowance | <p>You are entitled to the daily meal allowance for each full or partial day of interim lodging up to a maximum of 30 days.</p> <p>Core Component - Full meal allowance for transferee, companion and each dependant 12 years of age or older; ½ (one half) of a meal allowance for each dependant under 12 years of age</p> <p>Enhanced Component - Meal allowance (as per above) for extended family; Meal allowance beyond Core Component (maximum combined total of 30 days) for each day lodgings have been paid.</p> |
| 4.3.2 Partial Days | <p>The meal allowance is paid on a daily basis. Therefore, the daily meal allowance will be paid for all entitled ILM days even for days that may actually have been partial days.</p> <p>Example: The movers arrive at 10:30am, well beyond the breakfast period. Regardless, you are entitled to the entire daily meal allowance (including breakfast portion).</p> |
| 4.3.3 Meals in Excess of 30 Days | <p>In exceptional circumstances and subject to the approval of the Relocation Co-ordinator, you may be reimbursed additional meal expenses from the Enhanced Component at the prescribed rates for any days in excess of 30 when:</p> <ul style="list-style-type: none"> • There is no suitable lodging with adequate cooking facilities located within 25 km (one-way) of your place of work; or • The Relocation Administrator confirmed that you were unable to secure adequate accommodation with cooking facilities on or before the 31st day of interim lodging although such lodging exists within 25 km of the new location. <p>Note: You are expected to seek self-contained interim lodging as soon as possible on arrival at the new location.</p> |
| 4.4 | Other Entitlements |
| 4.4.1 Child Care | <p>Actual and reasonable child care expenses incurred during the packing, loading, unloading and unpacking of household goods and effects will be reimbursed from the Enhanced Component. Receipts or declaration is required.</p> |

| | |
|------------------|-------------------------------|
| SECTION 5 | TRAVEL TO NEW LOCATION |
|------------------|-------------------------------|

| Core Component | Enhanced Component (Subject to availability of funds) |
|---|---|
| You, companion and children <ul style="list-style-type: none"> • Transportation • Lodgings • Meals • Incidental allowance | Extended family <ul style="list-style-type: none"> • Transportation • Lodgings • Meals You, companion, children <ul style="list-style-type: none"> • Lodgings in excess of Core Component |

| | |
|---------------------------------|---|
| SECTION 5 | TRAVEL TO NEW LOCATION |
| 5.1 | General |
| 5.1.1 Policy | It is the policy of the CNSC to provide specified travel and living expenses for you and your family to travel from the former location to the new location. |
| 5.1.2 Leave | If already in the employ of the CNSC, you are deemed to be on duty travel for the en route travel days. Relocation leave must be used for this period. For extended travel days you are not considered to be on duty travel. Leave such as relocation, annual, banking or compensatory time off must be used for extended periods. |
| 5.1.3 Stop-Over / Delays | <p>The trip to the new location shall be made without unnecessary delays.</p> <p>Reasonable travel and living expenses resulting from an authorised stop-over for the transaction of official government business (en route) or delays encountered as a result of illness are reimbursable from the Core Component.</p> <p>Travel and living expenses shall not be paid for unauthorized side-trips or delays resulting from personal decisions or negligence. The total travel time and reimbursement shall not be extended as a result of the stop-over or delay.</p> |
| 5.1.4 Disability | If you are permanently disabled you may have special costs related to travel and lodging during relocation. Reasonable and necessary costs actually incurred will be reimbursed from the Core Component. |
| 5.2 | Transportation |
| 5.2.1 One-way Trip | <p>One-way travel for each authorized person, from the old to the new location, shall be by the most practical and economical means, as follows:</p> <ul style="list-style-type: none"> • Commercial Transportation - air, rail, bus, car rental (the means of travel should be direct, economical, convenient and practical) • Private Motor Vehicle - expenses reimbursed at Government Travel Rates high kilometric rate • Motorcycles - 60% of the Government Travel Rates high kilometric rate. |

| | |
|--|--|
| SECTION 5 | TRAVEL TO NEW LOCATION |
| 5.2.2 Mode of Travel | The mode of travel, to be finalized in consultation with the Relocation Administrator must be practical and economical. Additionally, the following factors should be taken into account. <ul style="list-style-type: none"> • The family circumstances at the time of the move; • Your reporting date at the new place of duty; • The existence of an acceptable road network between the old and the new location; • The weather conditions prevailing at that time; • The delivery date of the household goods and effects. |
| 5.2.4.1 | Commercial Transportation |
| 5.2.4.2 Commercial Travel | You shall be reimbursed from the Core Component, costs for commercial travel tickets and for the cost of reasonable ground travel to and from the carrier. |
| 5.2.4.3 Business Class | For air travel, business class is not authorised. If used, costs incurred to upgrade will not be paid. Reimbursement is limited to economy class. |
| 5.2.5 | Transportation by Private Motor Vehicle (PMV) |
| 5.2.5.1 Travel Time | If you choose to drive by PMV, it will be expected that trips of 650 km or less be completed in one calendar day. For trips of more than 650 km, it is expected that an average of 600 km per calendar day will be travelled. |
| 5.2.5.2 Kilometre Allowance | When authorised to travel by PMV to the new location you shall be paid from the Core Component, a kilometric allowance for one PMV and if applicable, one trailer, based on the most direct Canadian road route, as follows: <ul style="list-style-type: none"> • 1st PMV driven – Government Travel Rates high kilometric rate; • Motorcycles – 60% of the Government Travel Rates high kilometric rate; • Trailers – 50% of the Government Travel Rates low kilometric rate. The kilometric allowance for additional vehicles may be paid from the Enhanced Component. |
| 5.2.5.3 Ferry and Toll Charges | You will be reimbursed actual and reasonable expenses for road, ferry, bridge, tunnel tolls and parking charges. Funding for these expenses shall be determined by the manner in which the kilometric allowance is funded. (i.e. toll costs incurred for a second vehicle shall be funded from Enhanced Components.) |
| 5.2.5.4 Travelling as a Passenger | When you travel as a passenger in a PMV, the operator of which is not eligible to claim a kilometric allowance, you may be reimbursed, from the Core Component, for the kilometric allowance and ferry/toll charges. When you travel as a passenger in a PMV, the operator of which is eligible to claim a kilometric allowance, you will not be reimbursed for any kilometric allowance since only one individual can claim the allowance. |

| | |
|--|---|
| SECTION 5 | TRAVEL TO NEW LOCATION |
| 5.3 | Lodging |
| 5.3.1 Commercial Lodgings | <p>You will be reimbursed actual and reasonable commercial lodging expenses incurred for each authorized night.</p> <p>Core Component - Up to \$85/night per authorized room with receipts; or the "white page listed" hotel (Government Hotel Directory) for that area, whichever is higher.</p> <p>Enhanced Component - Expenses incurred for extended family; Reasonable hotel upgrades over Core.</p> |
| 5.3.2 Private / Non Commercial Lodgings | <p>If you elect to stay in private/non-commercial lodgings you will be paid the Government Travel Rate lodging allowance for each night such occupancy occurs. This allowance is payable per family unit/household and not per individual family members.</p> |
| 5.3.3 Combined Commercial / Private | <p>Where a family occupies both commercial and private/non-commercial lodgings, reimbursement will not exceed the actual commercial cost incurred.</p> |
| 5.3.4 Hotel/Motel Occupancy Principles | <p>The number of rooms that you may be entitled to while proceeding to the new location is based on the overall size of the family unit and considers the sex and age of the individual members. The following is a guideline outlining room entitlements.</p> <ul style="list-style-type: none"> • One room for every two adults (same sex or spousal) and one child under 12 years of age • One room per group of two same sex dependants 12 years of age and older • One room per group of three dependants under 12 years of age |
| 5.4 | Meals and Incidentals |
| 5.4.1 Allowances | <ul style="list-style-type: none"> • Meal and incidental allowances will be paid within the prescribed rates as follows. • Core Component - Full meal allowance for transferee, companion and each dependant 12 years of age or older; ½ (one half) of a meal allowance for each dependant under 12 years of age; one incidental allowance per family • Enhanced Component - Meal allowance for extended family; no incidental allowance |

| | |
|------------------|-----------------------------|
| SECTION 6 | RENTAL ACCOMMODATION |
|------------------|-----------------------------|

| Core Component | Enhanced Component (<i>Subject to availability of funds</i>) |
|---|--|
| <ul style="list-style-type: none"> • Rent or Lease Liability - Up to 3 months rent (more if required by law) • Rent in Advance of Move - 1 month's rent • Rental Agency Finding Fees - Actual expense up to pre-negotiated corporate rate. | <ul style="list-style-type: none"> • Rent in Advance of Move - Additional months rent • Rental Agency Finding Fees - Actual expense in excess of Core Component entitlement • Professional Cleaning |

| | |
|--------------------------------------|---|
| SECTION 6 | RENTAL ACCOMMODATION |
| 6.1 | General |
| 6.1.1 Policy | It is the policy of the CNSC to assist you in the disposal and acquisition of your principal residence, when rented. |
| 6.1.2 Your Responsibility | <p>You are responsible to try to obtain a lease with terms that are reasonable and flexible so as to minimize any potential cost to the CNSC. To this end, you should:</p> <ul style="list-style-type: none"> • Advise prospective landlords that you will only be reimbursed for one month's rent to hold accommodation, or three months' rent to terminate a lease. • Negotiate a lease for a maximum of one or two years. • Include a provision allowing for termination of the lease on one month's notice, or, upon payment of one month's rent if notice cannot be given. • Avoid any clause, which restricts your entitlement to sublet the accommodation at your and not the landlord's discretion. • Consult and/or discuss prospective terms of lease with RLRS Relocation Administrator for professional clarification. |
| 6.2 | Assistance for Rental Accommodation |
| 6.2.1 Rent or Lease Liability | <p>You will be reimbursed from the Core Component, the cost for rent or lease liability in order to dispose of your rented accommodation. Reimbursements will be limited to an equivalent of three months' rent, unless amounts in excess of this are required by law.</p> <p>Note: An alternative arrangement should be explored to determine if a less costly settlement could be arranged. All findings and approvals for reimbursements in excess of 3 months rent must be directed to the Relocation Co-ordinator.</p> <p>You shall not be reimbursed for rent or lease liability that results from property damage or from a sub-let arrangement.</p> |
| 6.2.2 Professional Cleaning | You may be reimbursed from the Enhanced Component, actual and reasonable expenses for the cost of professionally cleaning the former residence after the household effects have been loaded; and at the new residence before or shortly after the unloading of furniture. |

| | |
|---|--|
| SECTION 6 | RENTAL ACCOMMODATION |
| 6.2.3 Rent in Advance of Move | <p>If you are required to pay two sets of accommodation charges as a result of having to secure accommodation at the new location prior to vacating your residence at the former location then you will be reimbursed the rent at the new location in advance of your move.</p> <p>Core Component - First month's rent to hold accommodation. Reimbursement commences the first day of the lease at the new location and ceases on the date you vacate the residence at the former location.</p> <p>Enhanced Component - Rent to hold accommodation in excess of Core Component.</p> <p>Note: You must repay any rent in advance of move paid from Core Component if you subsequently purchase a residence, and are reimbursed legal fees and other associated home acquisition costs as outlined within this policy.</p> |
| 6.2.4 Rental Agency Finding Fees | <p>You will be reimbursed under the Core Component, actual and reasonable expenses for rental finding services provided by professional rental firms up to pre-negotiated corporate rates. For locations where established rates and services have not been negotiated, you will be reimbursed up to an amount equivalent to the pre-negotiated corporate rates.</p> <p>Actual costs in excess of the pre-negotiated corporate rates may be reimbursed from the Enhanced Component.</p> |

| | |
|------------------|---------------------|
| SECTION 7 | SALE OF HOME |
|------------------|---------------------|

| Home Sale Benefits | Core Component | Enhanced Component (<i>Subject to availability of funds</i>) |
|---------------------------------|---|--|
| Real Estate Commission | Within multiple listing service (MLS) | |
| Legal Fees and Disbursements | Established corporate rates | |
| Land Survey or Title Insurance | One professional land survey or title insurance when justified | Professional land survey not covered under Core Component |
| Appraisal Fees | One professional appraisal | Additional appraisals |
| Mortgage Disposal | Actual cost to dispose of first mortgage | Actual cost to dispose of second mortgage |
| Mortgage Breaking Penalties | At the new location, you purchase and cannot port mortgage or you do not purchase - Up to 3 months' interest or \$5,000 (whichever is less) | At the new location, you purchase and cannot port mortgage or you do not purchase - Interest not covered under Core At the new location you purchase and do not port mortgage when porting mortgage was available |
| Guaranteed Home Sale Assistance | As per policy | |
| Loss on Sale | 50% of deeded loss up to \$15,000 | Remaining deeded loss up to \$15,000 reduced by Core Component benefit |
| Other | | <ul style="list-style-type: none"> • Structural; Water; Septic Inspection • Attending Fees • Power of Attorney • Professional Cleaning • Marketing Incentives |

| | |
|---------------------------------|---|
| SECTION 7 | SALE OF HOME |
| 7.1 Policy | It is the policy of the CNSC to assist in the disposal of your principal residence at the former location. The Relocation Administrator will advise and guide you on all aspects or services relative to the sale of your home. |
| 7.2 | Limitations |
| 7.2.1 Time Limit on Sale | You may claim the benefits under this policy provided that your residence is sold within two years from the date you commenced employment with, or were transferred by, the CNSC. |

| | |
|--|---|
| SECTION 7 | SALE OF HOME |
| 7.2.2 Occupancy Requirements | There is no entitlement under this policy for the reimbursement of expenses associated with the sale of property unless you and your dependants, immediately prior to official notification of your transfer, occupied the residence as your principal residence (as defined by Canada Customs and Revenue Agency). |
| 7.2.3 Lot Size | If your principal residence is on a lot of more than two acres, you shall be reimbursed only for the costs which would result from the disposal of the residence together with a lot of two acres. |
| 7.2.4 Income Property | If your principal residence includes an income-producing property (e.g. multiple unit residence, small store), you will be reimbursed only for the portion of the costs that the home unit bears to the total. |
| 7.3 | Basic Benefits |
| 7.3.1 Real Estate Commission | You will be reimbursed, from the Core Component, for the actual real estate commission up to the negotiated rate (which is generally about 1% less than the scale for multiple listing services (MLS) in the area). |
| 7.3.2 Legal Fees | You will be reimbursed from the Core Component, associated legal fees and disbursements, including applicable taxes, necessarily incurred to complete the sale of the property. Other expenses of a legal nature, necessarily incurred to provide clear title to a property, will also be reimbursed from Core Component. |
| 7.3.3 Land Survey | You will be reimbursed from the Core Component, costs for one Land Survey (may substitute with a Certificate of Location or Real Property Report & Building Location) Certificate if your lawyer/notary certifies one of the following. <ul style="list-style-type: none"> • The last survey is more than five years old • Observable changes made to the lot since the last survey • By law the vendor is required to provide a survey |
| 7.3.4 Appraisal Fees | To assist in establishing market value, you will be reimbursed from the Core Component, for one professional appraisal. Second and subsequent appraisals may be reimbursed from the Enhanced Component. |
| 7.3.5 Mortgage Disposal | You will be reimbursed, from the Core Component, expenses incurred to dispose of the first mortgage on your principal residence, when necessary to provide clear title to the property. Costs to dispose of a second mortgage will be reimbursed from the Enhanced Component. |
| 7.3.6 Mortgage Breaking Penalties | You may be reimbursed mortgage breaking/repayment penalties up to the lesser of: <ul style="list-style-type: none"> • An amount not exceeding 3 months' interest; or • \$5,000. <p>Core Component - if you purchase at the new location and cannot port your mortgage; if you do not purchase at the new location. Lending agencies will often credit back these penalties when you subsequently purchase a home. In these instances, you will be required to repay this compensation.</p> <p>Enhanced Component - if you purchase at the new location and terminate your mortgage at the former location when portability was an option.</p> <p>Note: You should be aware that terminating a mortgage is not always necessary when selling a home. The primary focus is to ensure the portability of mortgages wherever possible.</p> |

| | |
|--|---|
| SECTION 7 | SALE OF HOME |
| 7.3.7 Building / Structural Inspection | <p>You may be reimbursed expenses for a building/structural; water; and/or septic inspection if it is necessary to realize a sale of the property. The reimbursable amount shall not exceed the corporate fees negotiated by the Relocation Administrator. Payment is from the Enhanced Component.</p> <p>Note: Both the level of service and fees should comply with the requirements. The Relocation Administrator should be consulted. The CNSC will not reimburse for more than one of each inspection type unless deemed necessary by the Relocation Administrator and Co-ordinator.</p> |
| 7.3.8 Attending Fees or Power of Attorney | <p>You may be reimbursed from the Enhanced Component, fees for the preparation of a Power of Attorney, if you are prevented from being present.</p> <p>Note: All efforts should be made to courier documents/material between legal firms.</p> |
| 7.3.9 Professional Cleaning | <p>You may be reimbursed from the Enhanced Component, actual and reasonable expenses for the cost of professionally cleaning your principal residence at the former location, after your household effects have been loaded</p> |
| 7.4 | Guaranteed Home Sale (GHS) Assistance Plan |
| 7.4.1 Policy | <p>It is the policy of the CNSC to assist, where required, in your mobility and to affect a door-to-door move, by enabling the sale of your principal residence at the former location.</p> |
| 7.4.2 Eligibility | <p>If you relocate at the request of the CNSC your principal residence is on a lot of 2 acres or less, you are eligible to use the GHS Plan.</p> <p>Note: If your principal residence is on a lot of more than 2 acres, the written approval of the Director of Finance and Administration shall be required prior to your participation in this plan.</p> |
| 7.4.3 Overview | <p>The GHS is administered by the Relocation Administrator and involves the purchase of your principal residence at a plan price. This frees up your equity in the principal residence thus allowing you to settle with your family and household goods at the new location. Details of the Guaranteed Home Sale Assistance Plan can be found in Appendix “B”.</p> |
| 7.5 | Sale of Home - Loss on Sale (LOS) |
| 7.5.1 Policy | <p>It is the policy of the CNSC to provide financial support if you face a loss on sale of your home.</p> |
| 7.5.2 Eligibility | <p>You are eligible for LOS support provided that the following criteria are met.</p> <ul style="list-style-type: none"> • If you claimed Temporary Dual Residence Assistance it was for a dependant child to complete an educational term; and • You have sold your home at fair market value or you have entered the RLRs Guaranteed Home Sale Assistance Plan; and • Your home has been reasonably maintained, if not, the fair market value/plan price will be adjusted to reflect the value of deferred maintenance. <p>Example: Inspection of residence reveals that the furnace or roof must be replaced. The fair market value/plan price of the home must be increased by these costs for the LOS calculation.</p> |

| SECTION 7 | SALE OF HOME |
|---|---|
| <p>7.5.3 Deeded Loss</p> | <p>You will receive from the Core Component, 50% of the loss on the sale of your home to a maximum payment of \$15,000. The Core Component assistance is calculated as follows.</p> <ul style="list-style-type: none"> • Original Purchase Price as per Deed – higher of Selling Price/Plan Price = Deeded Loss • Deeded Loss x 50% = LOS Core Component Payment (limited to \$15,000) <p>When the above payment is less than \$15,000 (i.e. the total deeded loss is less than \$30,000) you may claim the portion of the deeded loss not reimbursed, from the Enhanced Component. The total LOS payment from the Core Component and the Enhanced Component shall not exceed \$15,000.</p> <ul style="list-style-type: none"> • Deeded Loss - LOS Core Component Payment = LOS Enhanced Component Payment (limited to \$15,000 - LOS Core Component Payment) |
| <p>7.5.4 Major Capital Improvement Loss</p> | <p>When the sum of the LOS payments above is less than \$15,000 you may be reimbursed, from the Enhancement Component, for 50% of major capital improvement losses. Major capital improvement costs must have been incurred within the past 3 years and must be supported by receipts.</p> <p>Only major capital improvements of the home will be considered such as: major landscaping, finished basement, fencing, interlocking driveway, paved driveway (if previously gravel), central air conditioning, central vacuum, security system, deck, patio, room addition, etc.</p> <p>Improvements, replacement items and repair and maintenance, such as the following shall not be considered: personal labour (even if related to a major capital improvement), replacement items (like light fixtures, doors, windows, furnace), wallpaper, paint, carpeting, hardwood flooring, appliances, driveway repaving, window treatments (like drapes, blinds, custom coverings), swimming pools (in-ground or above ground).</p> <p>Major capital improvements losses are calculated as follows.</p> <ul style="list-style-type: none"> • Original Purchase Price as per Deed – higher of Selling Price/Plan Price = Deeded Loss/Gain • Deeded Loss/Gain - Receipted Major Capital Improvements = Capital Improvements Loss • Capital Improvements Loss x 50% - sum of LOS payments above = MCIL Benefit |

| | |
|------------------|-------------------------|
| SECTION 8 | PURCHASE OF HOME |
|------------------|-------------------------|

| Home Purchase Benefits | Core Component | Enhanced Component - subject to the availability of funds |
|--------------------------------|---|--|
| Legal Fees and Disbursements | <ul style="list-style-type: none"> • Sheriff's fees • Land transfer tax • Deed transfer charges • Title Insurance • Certificate of execution | |
| Structural Inspection | One structural inspection; Water, Sewer; Termite; etc. – max. \$500 | |
| Land Survey | If required to confirm property description | If not covered under Core |
| Mortgage Interest Differential | Cannot port - up to \$5,000 for the remaining term (5 year maximum) | Cannot port - above core |
| Interest on Short Term Loans | <ul style="list-style-type: none"> • Home Deposit Loan • Other loans where provincial legislation ties up proceeds from sale | |
| Comparable Housing Support | Up to \$15,000 for interest on housing price differential for first 2 years (taxable benefit) | |
| Other | | <ul style="list-style-type: none"> • New Home Warranty • Professional Cleaning • Mortgage Interest Buy-down |

| | |
|---------------------------------|--|
| SECTION 8 | PURCHASE OF HOME |
| 8.1 | General |
| 8.1.1 Policy | It is the policy of the CNSC to assist in the acquisition of a replacement principal residence at the new location. The Relocation Administrator will advise and guide you on all aspects or services relative to acquisition of a home. |
| 8.2 | Limitations |
| 8.2.1 Eligibility | You may claim home purchase benefits in this policy against the Core Component, provided that all of the following criteria are met. If the following criteria are not met, then home purchase benefits may be claimed against the Enhanced Component. |
| 8.2.2 Current Home Owner | You or your companion must currently own the home you reside in at the former location. |

| | |
|---|---|
| SECTION 8 | PURCHASE OF HOME |
| 8.2.3 Time Limit on Purchase | The residence must be purchased within two years from the date you commenced employment with, or were transferred by, the CNSC. |
| 8.2.4 Occupancy Requirements | There is no entitlement under this policy for the reimbursement of expenses associated with the purchase of property unless you and your dependants occupy the home as your principal residence (as defined by Canada Customs and Revenue Agency). |
| 8.2.5 Rent or Purchase, not both | Only one type of assistance is payable for acquiring accommodation at the new location whether rented or purchased. You may be reimbursed expenses incurred to rent a dwelling or expenses incurred to purchase a home, not both. If you originally moved into rental accommodation, you are entitled to the benefits of legal fees on purchase within two years from the date of reporting for duty at the new location. However, the reimbursement of legal fees shall be reduced by amounts previously paid from the Core Component, for rent in advance of move and rental assistance. |
| 8.3 | Non-reimbursable Expenses |
| 8.3.1 Lot Size | If the home purchased is on a lot of more than two (2) acres, you shall be reimbursed only for the costs which would result from the purchase of the residence together with a lot of two (2) acres. |
| 8.3.2 Income Producing Property | If the home purchased includes an income-producing property (e.g. multiple unit residence, small store), you will be reimbursed only for the portion of the costs that the home unit bears to the total. |
| 8.3.3 Co-ownership | Where the principal residence is co-owned by a person who is not your companion or a dependant, only that portion of the expenses directly proportional to your legal share of the property will be reimbursed. You must disclose the percentage of ownership when completing the necessary participation agreement with the Relocation Administrator. |
| 8.3.4 New Home Construction | If you construct a principal residence at the new location, you will be reimbursed those expenses related to the purchase of the land and the construction of the home which would have been reimbursed if a home was purchased on the market. <ul style="list-style-type: none"> • Taxes such as GST, PST and/or HST, are not reimbursable • All costs identified in the building agreement will be deemed to be part of the original purchase price • All costs not identified in the building agreement will be deemed Capital Improvements. • New home warranties are reimbursable under the Enhanced Component only. |
| 8.3.5 Closing Costs and Taxes | Payments on closing such as adjustments for utilities, municipal taxes, or any other costs not essential to the establishment of clear title are not reimbursable. Taxes (GST/PST/HST) on newly built homes and New Home Warranties are not reimbursable as they are considered part of the purchase price. |
| 8.3.6 Loss of Deposit | If you lose your deposit when buying a home you are not entitled to reimbursement for the loss of that deposit. |

| | |
|---|---|
| SECTION 8 | PURCHASE OF HOME |
| 8.4 | Reimbursable Expenses |
| 8.4.1 Legal Fees | <p>You will be reimbursed from the Core Component, associated legal fees, disbursements, and expenses (including applicable taxes) necessarily incurred to complete the purchase of your property, including:</p> <ul style="list-style-type: none"> • Sheriff's fees • Land transfer tax • Deed transfer charges • Title Insurance • Certificate of execution • Appraisal fees necessarily incurred at the request of the lender to obtain a first or second mortgage. <p>Note: Expenses incurred must be those that would normally be the responsibility of the purchaser. You will not be reimbursed from the Core Component for expenses which are the responsibility of the seller.</p> |
| 8.4.2 Attending Fees and Power of Attorney | <p>It is expected that you or your companion will be present at the closing of the purchase transaction. As such, attending fee and fees for the preparation of a Power of Attorney are not normally reimbursable. However, these fees may be reimbursed from the Core Component, if you were prevented from being present due to operational reasons. In this case, your manager must personally certify that you were prevented from being present for operational reasons.</p> |
| 8.4.3 Land Survey | <p>You may be reimbursed from the Core Component, for the cost of a Land Survey (may substitute with a Certificate of Location or Real Property Report & Building Location) Certificate, if required to confirm the description of the property to be purchased.</p> |
| 8.4.4 Building / Structural Inspection | <p>If your home is not covered by a warranty at the time of possession, you will be reimbursed up to a maximum of \$500 from the Core Component, for fees charged by a qualified inspector for one Building/ Structural Inspection prior to the purchase of the home. Inspections for such things as termite, well, water, septic, etc. may also be reimbursed, within the \$500 limit.</p> |
| 8.4.5 Mortgage Interest Differential | <p>If the interest rate on the first mortgage at the new location is at least 3% higher than the interest rate on the mortgage at the former place of duty and you cannot port your mortgage, you shall be reimbursed from the Core Component, the difference in the interest charges between the two mortgages, up to \$5,000.</p> <p>Note: Primary focus is to ensure portability of mortgages.</p> <p>Calculation shall be based on the outstanding mortgage and the remaining term of the mortgage at the former place of duty, not exceeding 5 years. Reimbursement shall not exceed \$5,000. If the new mortgage principal is for a lesser amount than the previous mortgage principal, that lower principal will be used to calculate the differential.</p> |
| 8.4.6 Mortgage Default Insurance | <p>When mortgage default insurance is required by law, you may be reimbursed the actual premium paid, from the Enhanced Component.</p> <p>Note: Mortgage default insurance is generally required by law where the mortgage is more than 75% of the purchase price.</p> |

| | |
|--|---|
| SECTION 8 | PURCHASE OF HOME |
| 8.4.7 Bridging Loan | <p>If you purchase a replacement residence at the new location before the principal residence at the former location has been sold, you may be reimbursed from the Enhanced Component, interest for a short term bridging loan or personal loan. The amount of the loan cannot exceed 75% of your equity in the unsold principal residence and the loan must be used exclusively to purchase the residence at the new location. Interest reimbursement shall cease within 10 days following the sale of the former principal residence or at the end of three months, whichever is earlier.</p> <p>Note: You are encouraged to use the Guaranteed Home Sale Assistance Plan to eliminate and/or reduce the term requirement for bridging loan.</p> |
| 8.4.8 Other Interim Financing | <p>Interim financing on the purchase of a new home may be required because of provincial legislation (i.e. Manitoba) which imposes a delay on the transfer of proceeds of sale on closing because of registry requirements. Interest on this short-term loan (normally not to exceed 14 days) for the amounts "frozen" will be reimbursed from the Core Component.</p> |
| 8.4.9 Mortgage Interest Buy-down | <p>Under certain conditions, you may be reimbursed from the Enhanced Component, interest expense and legal fees incurred to buy-down the interest rate on a mortgage. The buy-down amount cannot be below the prescribed rate set by Canada Customs and Revenue Agency (CCRA).</p> |
| 8.4.10 Professional Cleaning of Residence | <p>You may be reimbursed from the Enhanced Component, actual and reasonable expenses to have the purchased home at the new location professionally cleaning prior to occupancy.</p> |
| 8.4.11 Buyer/Agency Commission | <p>You may be reimbursed from the Enhanced Component, for buyer/agency commissions paid under contract.</p> <p>Note: This occurs when you hire an agent to assist in finding and obtaining a property at the new location and then subsequently purchase a property from a private sale. In these cases, your agent will not receive a selling commission as a direct result of the sale/purchase.</p> |
| 8.5 | Comparable Housing Support (CHS) |
| 8.5.1 Eligibility | <p>You are eligible for this support if you are a homeowner moving to a higher priced housing market (i.e. there is an increase in housing cost of at least 10%), you have sold your home at the former location (includes sale to RLRS via the Guaranteed Home Sale Assistance Plan) and purchased a home at the new location.</p> <p>Note: The purchase price of the home at the new location must be higher than the sale price of the home at the former location.</p> |
| 8.5.2 Lump Sum Payment | <p>CHS shall be reimbursed to you in a lump sum payment(s). You may choose to have the payment issued to you in one or in two payments. For tax planning purposes, you may choose the tax year (i.e. the current or the next year) you wish the payments to be issued.</p> |

| SECTION 8 | PURCHASE OF HOME |
|--|---|
| <p>8.5.3 Calculation of Support</p> | <p>You may be reimbursed from the Core Component, 100% of the interest for a two year period, on the difference between</p> <ul style="list-style-type: none"> • The sale price of the home at the former location (is the plan price if sold via the Guaranteed Home Sale Assistance Plan plus the amount paid to you where the eventual selling price was higher than the plan price) and • The lesser of, the Comparable Value Estimate (CVE) of your home at the new location or the actual price of the home purchased at the new location <p>The difference above, will be multiplied by the average current published interest rate for a two year fixed mortgage, in effect on the closing date of your home purchase at the new location, from the following banking institutions</p> <ul style="list-style-type: none"> • Toronto Dominion / Canada Trust • Royal Bank • Bank of Montreal <p>Note: The objective is to average the rates offered by 3 of the 5 major banking institutions. In the case of a rate not being available from one of the identified banking institutions, then the rate from an alternate banking institution will be used.</p> |
| <p>8.5.4 Comparable Value Estimate (CVE)</p> | <p>The CVE is a valuation, from a real estate perspective, of the fair market value of your home at the former location if it existed in a comparable neighbourhood at the new location. This valuation is completed by the Relocation Administer and considers three criteria.</p> <ul style="list-style-type: none"> • The relative distance of your home to the workplace • The neighbourhood housing characteristics, in terms of conformity, average age, size and style of properties • Home characteristics such as square footage of above ground living space, number of bedrooms in living space, number and size of bathrooms in living space, lot size, finished basement, condition, age and other aspects of the home <p>Note: The CVE does not consider commuting time, work location, or changing lifestyle needs. It is strictly a valuation from a real estate perspective.</p> |
| <p>8.5.5 Interest Rate</p> | <p>All interest calculations are based on average two year mortgage terms for consistency across the CNSC. That said, you are free to negotiate your mortgage at any institution and for any interest rate available.</p> |
| <p>8.5.6 Tax Implication</p> | <p>This support is considered taxable employment benefit by Canada Customs and Revenue Agency. The CNSC does not provide a “gross up” payment to offset the tax effect.</p> |

| | |
|------------------|--|
| SECTION 9 | SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS |
|------------------|--|

| Core Component | Enhanced Component <i>(Subject to availability of funds)</i> |
|---|---|
| <ul style="list-style-type: none"> • Shipment of Household Goods and Effects - Up to 20,000 lbs/9,072kg • Shipment of 1st vehicle • Storage in Transit - Up to 60 days • Insurance - Up to \$100,000 or \$120,000 with vehicle • Long-term Storage (only when authorized) - Up to 20,000 lbs/9,072 kg | <ul style="list-style-type: none"> • Shipment of Household Goods and Effects - Weight in excess of 20,000 lbs/ 9,072kg • Shipment of additional vehicles • Storage in Transit - Over 60 days • Insurance - If not covered under Core • Long-term Storage - If not covered under Core |
| | <ul style="list-style-type: none"> • Crating • Objects of Art • Shipment of Pets • Car rental at destination • Shipment of RV / boat / motorcycle / trailer / snowmobile • Disconnection, connection, of appliances • Disassembly and assembly of garden and patio furniture • Extra pick-up and delivery of household goods • Access-to-storage charges • Cleaning, fumigating and moth-proofing of effects • Taking up and re-laying of wall-to-wall carpeting, hall runners, etc. |

| | |
|-------------------------------|--|
| SECTION 9 | SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS |
| 9.1 | General |
| 9.1.1 Policy | It is the policy of the CNSC to move your household goods and effects when being relocated, within the conditions and limitations of this policy. |
| 9.1.2 Responsibilities | It is the responsibility of the Relocation Administrator to make the shipping arrangements with moving company. It is your responsibility to submit a copy of the original bill of lading to the Relocation Administrator the earliest possible date. |

| | |
|---|--|
| SECTION 9 | SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS |
| 9.2 | Move of Household Goods |
| 9.2.1 Weight Entitlement | <p>The CNSC will pay from the Core Component, the cost of packing, insuring, shipping, in transit storage and unpacking of your personal and household effects up to a maximum of 20,000 lbs/9,072 kg.</p> <p>The CNSC may pay from the Enhanced Component, costs for household goods and effects in excess of 20,000 lbs/9,072 kg.</p> |
| 9.2.2 In-transit Storage | <p>In-transit storage of effects is authorized to a maximum of 60 calendar days and if required. Costs will be paid from the Core Component.</p> <p>Costs incurred for In-transit storage beyond 60 days shall be paid from the Enhanced Component.</p> |
| 9.2.3 Insurance | <p>Replacement Cost Value insurance of up to \$100,000 may be acquired, to provide coverage of your household goods during periods of transit and in-transit storage.</p> <p>If your family car is shipped in the van with your household goods, then an additional \$20,000 of insurance may be acquired.</p> |
| 9.2.4 Qualifying Rooms | <p>For the purposes of establishing the number of qualifying rooms, home appraisal reports will be used if you are a homeowner. If you are a renter, then you must provide a list of rooms.</p> <ul style="list-style-type: none"> • Qualifying rooms Include: • Kitchen • Bedrooms (including bedrooms in finished basement) • Living room • Recreation room • Family room • Dining room • Basement • Garage – not condos and apartments • Out-building/storage shed (limit of one) – not condos and apartments • A storage room (separate from apartment) |
| 9.2.5 Household Effects not Included in the Move | <p>Most of your household effects will be included in the move. However, some items, like items restricted by law or tariff, toxic items or items that are abnormally large or heavy may not be included. The following is a list of items which may not be moved. This list is not exhaustive.</p> <ul style="list-style-type: none"> • Explosives • Fuel (solid or liquid) • Goods requiring climatically controlled conditions (e.g. plants) • Aircraft and aircraft parts • Farm construction equipment and machinery • Building materials such as patio stones and cement blocks |

| SECTION 9 | SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS |
|---|---|
| 9.2.6 Other Costs | Expenses incurred for the following, may be reimbursed from the Enhanced Component. <ul style="list-style-type: none"> • Disconnection, connection, preparation for shipment or electrical conversion of appliances • Disassembly and assembly of garden and patio furniture and similar equipment • Extra pick-up and delivery of household goods and effects • Access-to-storage charges • Cleaning, fumigating and moth-proofing of household goods and effects • Repairing and refurbishing of household goods and effects • Taking up and re-laying of wall-to-wall carpeting, hall runners, etc. • Shipment of effects not otherwise covered (i.e. like those listed in 9.2.4) |
| 9.2.7 Long Term Storage (Applicable to Limited Duration Transfers only) | When you relocate, but in the opinion of the Relocation Co-ordinator, shipment of the household goods or family car, or both, to the new location is neither desirable nor cost effective, the CNSC will pay from the Core Component: <ul style="list-style-type: none"> • Packing, crating and cartage of the transferee's household effects to the nearest place where adequate long-term storage facilities are available • Storage of the household effects until they can or might be repossessed by the transferee or an authorised dependant of the employee • Storage of up to two private motor vehicles or one automobile and a camper/trailer. The total storage cost shall not exceed the cost of storing two private motor vehicles • Payment of a one-time storage preservation fee for such services as removing the battery, raising the private motor vehicle (PMV) off the tires, applying lubricants as required, etc., for commercial storage of a private motor vehicle. When you are again relocated to a location where the goods can be used, they will be shipped from the place of storage to the new location or the residence (or replacement residence) at the former location in which the effects were placed in storage. Note: This authorisation will include the unpacking of goods at the destination. |
| 9.3 | Move of Other Effects |
| 9.3.1 Private Motor Vehicles | The CNSC will pay from the Core Component, the cost for: <ul style="list-style-type: none"> • Shipment of one motor vehicle • Insurance, to a maximum value of \$20,000 when not provided by the carrier (it is recommended that you maintain your car insurance while the care is in transit) • Transfer agent charges to deliver the care to and receive it from the carrier • Storing the vehicle at the agent's depot for a maximum period of 10 days • Compact car rental until your car is delivered You may be reimbursed from the Enhanced Component: <ul style="list-style-type: none"> • Costs, as above, associated with the shipment of additional vehicles |
| 9.3.2 Boats and Trailers | If you own a boat and/or a live-in camper-trailer which may be towed by the family car, you may move them in this manner. Reimbursement is covered under 5.2.2. |
| 9.3.3 Pets | If you own a pet, you may be reimbursed from the Enhanced Component, the actual costs for shipment of pets and associated kennel fees. |

| | |
|-------------------|---|
| SECTION 10 | TEMPORARY DUAL RESIDENCE ASSISTANCE (TDRA) |
|-------------------|---|

| TDRA Benefits | Core Component | Enhanced Component (Subject to availability of funds) |
|---|---|--|
| A dependant who has been living with you must remain at the former location for the purpose of completing an educational term | Cost for lodging <ul style="list-style-type: none"> • Up to 6 months maximum • Up to \$600/month | Cost for lodging <ul style="list-style-type: none"> • Additional months • Additional actual expenses |
| The former residence has sold but possession has not yet transferred to the purchaser (i.e. property sold but not closed). | Cost for lodging or Commuting Assistance <ul style="list-style-type: none"> • Up to 3 months maximum • Up to \$1,500/month (lodging) • Up to \$600/month (commuting) | Cost for lodging and/or Commuting Assistance <ul style="list-style-type: none"> • Additional months • Additional actual expenses |
| Other reasons (e.g. the former residence has not sold) | No entitlement | Actual costs as per CCRA |

| | |
|--|--|
| SECTION 10 | TEMPORARY DUAL RESIDENCE ASSISTANCE (TDRA) |
| 10.1 | General |
| 10.1.1 Policy | It is the policy of the CNSC to provide financial assistance, within the scope and limits of this policy, if you are required to temporarily maintain dual residency. |
| 10.1.2 Conditions and Limitations | <p>To qualify for TDRA from the Core Component, one of the following conditions must be met.</p> <p>1) A dependant who has been living with you must remain at the former location for the purpose of completing an educational term. For this situation assistance will cease at the end of the current school term (generally December/June) or six months, whichever is earlier.</p> <p>2) The former residence has sold but possession has not yet transferred to the purchaser (i.e. property sold but not closed). For this situation assistance will cease on the closing date for the sale or three months, whichever is earlier.</p> <p>Note: You are encouraged to use the provisions of the Guaranteed Home Sale Assistance Plan to negate the requirement for TDRA.</p> |
| 10.1.3 Non Reimbursable Expenses | <p>You remain responsible at all times for your household expenses where two residences are temporarily being maintained as a result of relocation.</p> <p>Some items that are not reimbursable include capital costs portion of a mortgage payment, car rental costs at either location, meal and incidental allowance, etc.</p> |

| | |
|--|--|
| SECTION 10 | TEMPORARY DUAL RESIDENCE ASSISTANCE (TDRA) |
| 10.2 | TDRA Options |
| 10.2.1 Move Family & Household Goods (A Dependant Remains Behind) | <p>1) When one or more of your dependants remain at the former location to complete an educational term, then accommodation costs (e.g. rent; room & board) for the dependant(s) left behind may be reimbursed.</p> <p>Core Component - Up to \$600/month for actual and reasonable accommodation costs (commercial or non-commercial) for each dependant left behind.</p> <p>Enhanced Component - Amounts in excess of the Core Component.</p> <p>2) At the conclusion of the semester or school year, the dependant(s) left behind is entitled to travel and living expenses for a one-way journey to the new location, as per Section 5 of this policy.</p> |
| 10.2.2 You Proceed Without Family (Not Accompanied by Family & Household Goods) | <p>1) If you proceed, unaccompanied, to the new location, the following expenses incurred at the new location, shall be reimbursed to you.</p> <ul style="list-style-type: none"> • Rental costs for accommodation, mobile home pad, parking, furniture. • Property taxes • Interest charges on first mortgage or second mortgage if no charges on first mortgage. • Utilities (i.e. basic telephone, basic cablevision, electricity, gas, water) <p>Core Component –Up to \$1,500/month for actual and reasonable lodging costs (no coverage for meal and/or incidental expenses) for rental/purchase of commercial accommodation. Up to \$600/month for room & board type of non-commercial accommodation.</p> <p>Enhanced Component - Amounts in excess of the Core Component.</p> <p>2) If you have dependants and you proceed alone to the new location you may be reimbursed from the Core Component, living expenses to a maximum of seven days and seven nights, in order to secure semi-permanent accommodation.</p> <p>3) While on TDRA, you are entitled under the Core Component to a final return trip home "to handle the move." Actual and reasonable travelling expenses by the most economical means shall be reimbursed from the Core Component.</p> |
| 10.2.3 Move Family Unit & Household Goods (Accompanied by all Dependants) | <p>1) When you move your family and household goods to the new location and the former residence has sold but possession has not yet transferred to the purchaser (i.e. sold but not closed), the following expenses incurred for your property at the former location are reimbursable:</p> <ul style="list-style-type: none"> • Interest charges on first mortgage or second mortgage if no charges on first mortgage • Property taxes • Utilities (e.g. electricity and heating) • Property maintenance (snow removal, lawn cutting, etc.) on the vacant residence at origin • Property insurance costs • Rental of mobile home pad <p>Core Component - Up to \$1,500/month for actual and reasonable property maintenance expenses</p> <p>Enhanced Component - Amounts in excess of the Core Component.</p> <p>2) You may return to the former location to finalize the sale. Actual and reasonable travelling expenses for your return to the former location shall be reimbursed from the Enhanced Component.</p> <p>Note: All efforts should be made to courier documents/material between legal firms, and only as a last resort, should you return to finalize the sale.</p> |

| | |
|--|---|
| SECTION 10 | TEMPORARY DUAL RESIDENCE ASSISTANCE (TDRA) |
| 10.2.4 Commuting Assistance | <p>When the old and new location are within commuting distance and purchase of a residence at the new location would meet the 40 km limitation as defined by the Income Tax Act, you may commute daily (subject to prior approval by the Director of Finance and Administration), while making the decision to acquire permanent accommodation at the new location. When this occurs, the commuting allowance may be paid in lieu of temporary accommodation at the new location. Reimbursement will be based on the higher kilometre rate as per Government Travel Rates.</p> <p>Core Component - Up to 6 months; limited to \$600/month; 60% of the kilometre rate for motorcycles.</p> <p>Enhanced Component – Amount in excess of Core Component.</p> <p>Note: The intent is to assist you if you are seriously considering relocating your principal residence.</p> |

| | |
|--|--|
| SECTION 11 | INCIDENTALS |
| 11.1 Policy | It is the policy of the CNSC to provide for reasonable incidental relocation expenses, within the scope and limits of this policy. The Relocation Administrator will provide advice and guidance on what expenses can or cannot be claimed. |
| 11.2 Non-accountable Incidental Allowance | <p>You may be paid from the Enhanced Component, a non-accountable relocation incidental allowance of up to \$650.</p> <p>This allowance is intended to cover your expenses and losses which cannot be supported by receipts or which are relatively minor in size. These include, but are not limited to the following.</p> <ul style="list-style-type: none"> • Losses of food which cannot be shipped (e.g. Frozen food) • Losses of household goods which cannot be shipped (e.g. Paint, barbeque gas tank, etc.) • Higher costs for vehicle licence plates, vehicle insurance, etc. • Other minor out-of-pocket expenses <p>Before payment will be made you must sign a certificate as follows: “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 CNSC Relocation Policy and Benefit Entitlements.” Payment of this allowance is not considered by CCRA to be a taxable benefit.</p> <p>Note: Your claim may be for an amount less than \$650. \$650 represents the maximum.</p> |
| 11.3 Receipted Incidental Expenses | <p>Additionally, you may be reimbursed, from the Enhancement Component, for a wide range of receipted, incidental relocation expenses. The expense must meet all of the following criteria to qualify for reimbursement.</p> <ul style="list-style-type: none"> • It is directly attributable to the relocation • It is clearly reasonable and justifiable • It does not upgrade your financial position (overall equity) • The reimbursement is not considered by CCRA to be a taxable employment benefit (i.e. the payment does not constitute and taxable employment benefit). |

CANADIAN NUCLEAR SAFETY COMMISSION
FLEXIBLE RELOCATION PROGRAM
RELOCATION POLICY AND BENEFIT ENTITLEMENTS
FOR RELOCATIONS WITHIN CANADA
APPENDIX “A” – SERVICES OF THE RELOCATION

| APPENDIX “A” | SERVICES OF THE RELOCATION ADMINISTRATOR |
|---|--|
| Professional Services | The Relocation Administrator shall provide you with professional relocation services, in all aspects of a door-to-door move. You should anticipate a high level of personalized service from the Relocation Administrator. |
| Agreement to Participate | The Relocation Administrator will obtain an agreement to participate signed and dated by you (and companion if applicable) whereby you elect and agree to participate in the CNSC Relocation Policy and Benefit Entitlements. The Relocation Administrator will forward a copy of the Agreement to Participate to the CNSC. |
| Preliminary Financial Worksheet | On receipt of the executed Agreement to Participate, and in consultation with you, the Relocation Administrator will complete a preliminary financial worksheet, which will determine how the Core and Enhanced Components are to be allocated. The Relocation Administrator will forward a copy of the Preliminary Financial Worksheet to the CNSC. |
| Payment of Relocation Expenses | The Relocation Administrator will pay directly for the bulk of your relocation expenses, such as: <ul style="list-style-type: none"> • Shipment & Storage of Household Goods: Packing, Loading, Transportation, Unloading, Unpacking, Storage • Shipment of Private Vehicle • Home Sale: Property Appraisals; Legal Fees; • Home Purchase: Legal Fees |
| Relocation Expense Reimbursement | The Relocation Administrator will reimburse you, up to the limit of the Core and Enhanced Components, for reasonable out-of-pocket relocation expenses incurred, upon receipt of your expense statement and receipts. Many of your relocation expenses will be paid directly by the Relocation Administrator. Expenses generally not paid directly by the Relocation Administrator include, but are not limited to, the following: <ul style="list-style-type: none"> • House Hunting Trip: Transportation, Accommodation, Meals, etc. • Travel from the Old to the New Place of Duty • Temporary Dual Residence: Lodging • Disposal of Rented Accommodation: Lease Termination |
| Preparation of House Hunt and Destination Home Finding | The Relocation Administrator will assist you and your family in home finding at the destination. This service includes preparation of your house hunt, analysis of family needs, orientation to the new area, schools, neighbourhoods, landlord and tenant acts, market performance, price ranges and what constitutes a “smart” buy. |

| APPENDIX “A” | SERVICES OF THE RELOCATION ADMINISTRATOR |
|---|--|
| | <p>If the Relocation Administrator has an office in the destination city, then you may request to be accompanied by the Relocation Administrator to show you suitable properties available for purchase.</p> <p>If you are seeking rental accommodation, then you may request the Relocation Administrator to recommend leasing representatives to locate and show you suitable properties available for lease.</p> <p>If required, the Relocation Administrator will assist you and your family in finding temporary accommodation.</p> |
| Transportation of Household Goods | <p>The Relocation Administrator will recommend a van-line carrier and/or provide a list of local movers that adhere to its corporate rates, for the transportation (and storage if required), of your household Goods.</p> <p>In addition, the Relocation Administrator can advise you of the various issues (insurance, packing, etc.) surrounding the transportation of your household goods.</p> |
| Home Sale / Purchase | <p>The Relocation Administrator will provide advice to you on “sell smart” and “buy smart” techniques and will provide you with marketing recommendations. As well they will provide guidance and recommendations during offer negotiations.</p> |
| Legal Assistance | <p>If you wish, the Relocation Administrator will recommend and introduce you to a solicitor/notary in the relocation program who adheres to corporate rates, to act on your behalf in the sale and purchase of your principal residence.</p> |
| Realtor | <p>If you wish, the Relocation Administrator will assist you in the selection of a realtor for your sale and purchase. You are free to select a Realtor of choice, however your Realtor must sign the Relocation Administrators Referral Acknowledgement agreeing to pay the Relocation Administrator a referral. The fee shall be retained by the Relocation Administrator as part of the fee for administering your file under the CNSC Flexible Relocation Program.</p> <p>The Realtor will be required to complete market Activity Reports every 30 days until the property is sold.</p> |
| Home Disclosure / Inspection Reports | <p>As required, the Relocation Administrator will recommend to you the appropriate building inspections, which should be completed to assist in selling the principal residence.</p> |
| Comparable Housing Support | <p>If you are moving to a higher priced housing market, the Relocation Administrator will prepare a comparable value estimate of your property and determine your eligibility for comparable housing support.</p> |
| Tax Expert Consultation | <p>The Relocation Administrator will provide advice and guidance on tax implications. For complex relocation situations, the Relocation Coordinator may approve a personal telephone consultation with a third party tax expert, to be arranged by the Relocation Administrator.</p> |
| Issue of CCRA Tax Information Form | <p>At the end of the tax year, the Relocation Administrator will issue a tax information form declaring the total value of taxable relocation payments issued to you for the taxation period.</p> |

**CANADIAN NUCLEAR SAFETY COMMISSION
FLEXIBLE RELOCATION PROGRAM
RELOCATION POLICY AND BENEFIT ENTITLEMENTS
FOR RELOCATIONS WITHIN CANADA
APPENDIX “B” - GUARANTEED HOME SALE ASSISTANCE PLAN**

| | |
|--------------------------|---|
| APPENDIX “B” | GUARANTEED HOME SALE ASSISTANCE PLAN |
| Section 1 | Appraisals |
| Two Appraisals | The Relocation Administrator shall inform you of the recommended appraisers available in your area. You shall select 3 appraisers from the recommended list and advise the Relocation Administrator. The Relocation Administrator shall then order 2 appraisals of your property. Appraisals will be for most probable sale price and 90 day sale. |
| Third Appraisal | If the two appraisals differ in valuation of your property by more than 7%, the Relocation Administrator shall order a third appraisal to be performed by another qualified independent appraiser. |
| Appraisal Quality | The Relocation Administrator shall review all appraisals received prior to a guaranteed price being established and may discuss the contents of any appraisal with the issuing appraiser. If any appraisal is considered incompetently prepared or inconsistent with the other appraisal(s) or with current market, the Relocation Administrator, with approval of the Relocation Coordinator, may discard the appraisal, and order a substitute appraisal. |
| Market Opinion | At the same time as ordering the appraisals, the Relocation Administrator or their designated agent, will inspect your property and prepare a written Market Opinion. The Market Opinion will describe the local market trend, competitive properties and positioning of your property in the market. The report will also describe your property, its general condition and location. The report will provide ranges of probable sale values and listing price recommendations. |
| Title Search | As well, the Relocation Administrator shall order a search of your property to determine existence and principal amount of any encumbrances which might affect your equity in the property. |
| Section 2 | Plan Price & Offer to Purchase |
| Plan Price | Upon receipt and review of the appraisals and Market Opinion referred to above, the Relocation Administrator shall establish a valuation of your property (the Plan Price) which shall be the average of the two original appraisals or the average of the appraisals within 7% of each other if a third appraisal is required, discounted for vacancy. If no two appraisals are within 7%, the Relocation Administrator will, in consultation with the Relocation Coordinator, establish a Plan Price. |
| Offer to Purchase | The Relocation Administrator shall present you with a written offer to purchase your property “In Trust”, for the Plan Price (the Offer). The Offer shall provide that the Relocation Administrator will acquire control over the subsequent sale of your property by irrevocable power of attorney, in the event that they take possession pursuant to the Offer. You have 7 days to “accept” the offer. |

| | |
|--|--|
| APPENDIX “B” | GUARANTEED HOME SALE ASSISTANCE PLAN |
| Effective Date | The Relocation Administrator shall normally take possession of your property 90 days following your acceptance of the Plan Price. A tentative possession date will be included in the offer. They will however, not take possession of your property while you still occupy it. Generally, the possession date will coincide with your departure date. You may change this date to reflect your specific situation. Written notice of fourteen (14) days must be provided if you wish to change the possession date. |
| Withdraw From Plan | You have the right to withdraw from the Plan and shall do so by not accepting the Offer. |
| Section 3 | Acceptance of Offer |
| Documents | If you accept the offer, then at that time you shall deliver to the solicitor appointed by the Relocation Administrator, a copy of the Offer, all title, mortgage, tax, insurance, survey and other relevant information and documents respecting the property. |
| Insurance | You shall maintain insurance on your property until the earlier of: (a) possession of the property by the Relocation Administrator; or (b) closing date of sale (transfer of title) to a third party. |
| Listing Agreement | Upon acceptance of the Offer, you shall enter into an agreement to list your property for sale with the Realtor, at a price established by you, in consultation with the Relocation Administrator. The listing price will remain in effect until such time as the Relocation Administrator takes possession of your property or 30 days, whichever comes first. Note: Where the Relocation Administrator has not taken possession of your property, then after 30 days they will assume market control and offer negotiations. |
| Section 4 | Marketing & Sale of Property – Prior to Possession by Relocation Administrator |
| Marketing | During the initial 30 days of the listing period, the Relocation Administrator shall, in cooperation with you and your Realtor, use its best efforts to sell your property at a price and upon terms acceptable to you. Any offer to purchase shall be submitted to you for consideration. You are encouraged to discuss all offers with the Relocation Administrator. |
| Listing Price | If the property remains unsold after the first 30 days of the listing period, the Relocation Administrator and the Relocation Coordinator will determine and may adjust the listing price. |
| Third Party Sale – Closing Prior to Plan Possession | If upon recommendation of the Relocation Administrator and the Relocation Coordinator, you accept an offer to purchase the property, for less than the Plan Price and the closing date of that sale is prior to possession by the Relocation Administrator (Property Take-Over), then you shall receive the balance of your equity based on the Plan Price. In some situations it may be beneficial to you to move up the possession date. In these cases this may be arranged. |
| Change of Property Possession Date | In the case of a direct third party sale, you may wish to terminate the Offer possession date, as in these cases, it could be to your advantage not to have the Relocation Administrator take possession of your property. |
| Section 5 | Management, Marketing & Sale of Property – After Possession by Relocation Administrator |
| Completion of Offer | If you do not accept an offer to purchase the property during the listing period, the Relocation Administrator shall take possession of your property pursuant to its Offer for the Plan Price, less encumbrances and any initial advances, if any; and subject to the usual adjustments. |

| | |
|--|--|
| APPENDIX “B” | GUARANTEED HOME SALE ASSISTANCE PLAN |
| Marketing | The Relocation Administrator will continue to use its best efforts to find a purchaser and shall have the right to sell the Property for a price and terms as deemed appropriate by the Relocation Coordinator. |
| Management Pending Sale | Upon taking possession of your property and until it is sold, the Relocation Administrator shall be responsible for the property and shall manage, insure, inspect, heat, repair, maintain and pay all taxes, mortgage installments and other charges with respect thereto as may be required or necessary. Any exceptional expenditure will require the preauthorization of the Relocation Coordinator. |
| Sale Price In Excess Of Plan Price & Closing Date Within 3 Months of Plan Possession Date | <p>If an offer to purchase the property is accepted and both of the following conditions are met, then any excess of sale price over Plan Price, will accrue to you.</p> <ul style="list-style-type: none"> • The sale price is in excess of the Plan Price • The closing date for the sale is within 3 months of the Relocation Administrator’s possession date |
| Sale Price In Excess Of Plan Price & Closing Date More Than 3 Months After Plan Possession Date | <p>If an offer to purchase the property is accepted and the sale price is higher than the Plan Price and the closing date of the sale is more than 3 months following the Relocation Administrator’s possession date, then any excess of sale price over Plan Price, reduced by property maintenance and GHS plan costs for the period beyond the first 3 months (i.e. from the 1st day of the 4th month to the closing date), will accrue to you.</p> <p>Property maintenance and GHS plan costs will generally consist of:</p> <ul style="list-style-type: none"> (a) Costs incurred to maintain the property such as taxes, heat, electricity, lawn maintenance, snow removal, etc. ; and (b) Interest incurred on cash outlays; and (c) Management fees; and (d) Any other costs which otherwise would not have been incurred, had the property sold and closed within 3 months of the date of possession by the Relocation Administrator. |