

National Joint Council

Isolated Posts and Government Housing Directive

Please Note: Public Service employees should contact their Designated Departmental IPGHD Co-ordinator with their questions.

Vacation Travel Assistance

Communiqués

Other related documents

General

Collective Agreement

This directive is deemed to be part of collective agreements between the parties to the National Joint Council (NJC) and employees are to be afforded ready access to this directive.

Grievance Procedure

In cases of alleged misinterpretation or misapplication arising out of this directive, the grievance procedure, for all represented employees within the meaning of the *Public Service Labour Relations Act* will be in accordance with Part 15 of the *National Joint Council By-Laws*. For unrepresented employees, the departmental grievance procedure applies.

Effective Date

This directive is effective on March 1, 2017, unless otherwise specified.

Application

This Directive applies to employees in the Public Service.

Public Service defined as:

- (a) all departments and other portions of the Public Service of Canada listed in Schedules I and IV of the *Financial Administration Act*; and
- (b) any employer listed in Schedule V of the *Financial Administration Act*, who is a member of the National Joint Council and who has opted to follow this Directive.

Subject to the above noted paragraphs, this directive excludes:

- (a) members of the Canadian Forces, and
- (b) employees who occupy positions in the lightkeepers occupational group.

Persons:

- (a) employed for a specified term of less than three (3) months, or
- (b) not ordinarily required to work more than one-third of the normal working hours of a full-time employee of the same occupational group and level (part time worker), or
- (c) who are students covered by the Terms and Conditions of Employment for Students

are not eligible for any of the benefits provided in Part III of this directive. They are, however, eligible for the allowances paid at their particular headquarters.

For the purposes of this directive, employees who reside outside their headquarters and commute daily from their residence to work shall:

- (a) be deemed to be residing at the headquarters, if their residence is in a location that is or would qualify as an isolated post; or
- (b) be considered an employee without dependants, if the residence is in a location that is not or would not qualify as an isolated post.

The application of this directive to the employees in the Ships' Officers and Ships' Crews occupational groups is outlined in Appendix E.

Part VI of this Directive is concerned only with employees who are "permanent" occupants of government housing provided in Canada. It does not apply to employees on travel status or otherwise considered transient, or to employees living outside Canada.

Government housing provided by the Department of National Defence to members of the Canadian Forces is subject to the provisions of the Compensation and Benefit Instructions for the Canadian Forces.

Purpose and Scope

The purpose of this directive is to facilitate the recruitment and retention of staff delivering government programs in isolated locations. Its provisions are designed to assist in offsetting some of the higher costs and to recognize the inherent disadvantages associated with living and working in isolated posts. It also describes how employees will be treated when renting crown owned accommodations. These provisions do not constitute income or other compensation that would open the way for personal gain.

Under the *Canadian Human Rights Act*, and the Treasury Board Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service, as amended from time to time, it is the employer's duty to ensure that the employee with a disability(ies) is fully accommodated to the point of undue hardship. Decisions and practices flowing from this directive shall be inclusive and barrier free.

Responsibility

Treasury Board of Canada Secretariat: Treasury Board of Canada Secretariat shall revise relevant portions of this Directive as required from time to time on the recommendation of the National Joint Council, and advise departments who in turn will notify employees in writing of any changes that may affect them. Treasury Board of Canada Secretariat shall also advise departments on and monitor their interpretation and application of this directive.

Statistics Canada: Statistics Canada shall conduct research and surveys with respect to the Fuel and Utilities Differential (F&UD) and the Living Cost Differential (LCD) Allowances and shall verify the Environment Allowance (EA) levels during their survey visits and report the results to the Treasury Board of Canada Secretariat.

Contracted Service Provider (CSP): The contracted service provider is responsible for the provision of base shelter values (BSVs), upon departmental request. The contracted service provider shall provide the revised BSVs. Reporting shall be limited to the property address requested and the revised BSVs.

Departments shall maintain an inventory of all self-contained government-owned or managed living accommodation. By October 15 of each year departments shall provide the contracted service provider with complete lists of living accommodation subject to the annual review that it operates. These lists shall include all information necessary to locate and identify each unit (i.e. location, address, building and appraisal numbers, type of accommodation, number of rooms, bedrooms, floor area, type of construction, an indication of changes which have occurred to the property, and a list of separately-provided parking). Accommodation lists and requests for appraisals shall be addressed to the contracted service provider.

Requests for appraisals of newly acquired living accommodation or accommodation to be leased shall be addressed to the contracted service provider.

Health Canada: Health Canada is responsible for determining whether employees and their dependant(s) are medically fit for assignment to an isolated post. Health Canada, in accordance with the Treasury Board Occupational Health Evaluation Standard, is also responsible for the ongoing occupational health assessment of employees serving at isolated posts.

Departments: Departments shall ensure that each employee is provided with access to or a copy of this directive upon request. Employees in government housing shall also be supplied in writing with: the BSV for their unit; information showing how the rental charge was established from the BSV; and the name of the departmental administrator to contact for information, questions, complaints, etc. Departments shall develop comprehensive information packages on the directive (i.e. list of questions and answers, eligibility criteria for the allowances and benefits etc.).

Employee: It is the employee's responsibility to notify their manager and their departmental administrator as soon as possible where changes to their circumstances have an impact on housing, allowances, and benefits they receive under this directive.

Failure to do so may result in recovery of overpayments.

Allowances

In order to qualify as an isolated post, a location must meet the criteria outlined in Part II qualifying it for an environment allowance. Qualification for an environment allowance is a prerequisite for all other allowances and, subject to subsection 1.14.2, for benefits under this directive, except for the special location allowance.

Environment Allowance (EA): The EA is assessed according to five classification levels by allocating points for the population, climate and availability of commercial transportation or access by all-weather roads. (See Section 1.7 and Appendix H, section 1 for qualifying criteria.)

Living Cost Differential (LCD): An LCD is payable at an isolated post where prices for goods and services are at least 15% higher than those available in the location identified as its point of comparison as measured by Statistics Canada and is intended to assist employees in meeting those costs. The amount of LCD depends on the price differentials, as measured by Statistics Canada, between an isolated post and its point of comparison. (See Section 1.8 and Appendix H, section 2 for qualifying criteria.)

Fuel and Utilities Differential (F&UD): An F&UD is payable at designated isolated posts where prices for fuel and utilities are at least 15% higher than the National Average Expenditure due to transportation costs and consumption rates inherent to the geographical location. (See Section 1.9 and Appendix H, section 3 for qualifying criteria.) It is intended to assist employees to offset those associated costs.

Shelter Cost Differential (SCD): An SCD is payable at designated isolated posts where shelter costs are at least 15% higher in comparison with the national average rents in Southern Canada for the benchmark model. (See Section 1.10 and Appendix H, section 4 for qualifying criteria.)

Special Location Allowance: A special location allowance is payable to employees at locations listed in Appendix G. (See Section 1.11 and Appendix H, section 5 for qualifying criteria.)

Definitions

All-weather road (*route praticable en tout temps*) means a gravel or higher standard road that extends between a location and a place named in the definition of point of departure that is impassable for less than three consecutive weeks during freeze-up and three consecutive weeks during break-up periods, and includes daily ferry service.

Appropriate governing and/or delegating authority (*autorisation appropriée*), with reference to an employee, means one or more of the following that is applicable to the employee in the circumstances:

- (a) an Act of Parliament or a statutory instrument made thereunder,
- (b) a current collective agreement,
- (c) a current compendium of terms and conditions of employment, or
- (d) a Treasury Board of Canada Secretariat authority other than this directive.

Assignment/Assigned to isolated post (*affectation/affecté au poste isolé*) for the purposes of this Directive, means employment at the isolated post/employed at the isolated post.

Availability to the public (*disponibilité au public*) refers to the situation in which an employee, as the occupant of a particular residence, is recognized as a government official and therefore may be called upon by the public outside normal working hours.

Base shelter value (BSV) (*valeur de base des logements (VBL)*) is the value assessed by the contracted service provider for the occupation of a housing unit, and accounts for the physical and locational characteristics of the unit and external influences. The BSV excludes utilities (heat, electricity, water and sewer), furniture and appliances. It also excludes any rental charge adjustment and/or special reduction.

Benchmark model (*modèle de référence*) means the housing unit used as a model for the calculation of the SCD and is a 3-bedroom detached bungalow.

Common-law partner (*conjoint de fait*), see definition of Spouse or common-law partner.

Department (*ministère*) means a department or other portion of the public service of Canada,

(a) listed in Schedules I and IV to the *Financial Administration Act*, or

(b) listed in Schedule V to the *Financial Administration Act* and which is a member of the National Joint Council of the Public Service of Canada.

Dependant (*personne à charge*), with reference to an employee, means a person, other than an employee or a member of the Canadian Forces receiving an "isolation allowance" under the Compensation and Benefit Instructions for the Canadian Forces, who resides with the employee at the employee's headquarters residence and is:

(a) the spouse of that employee or the person named in the common-law partner declaration;
or

(b) one for whom the employee is eligible to claim a tax credit under the *Income Tax Act*; or

(c) a biological child, stepchild, adopted child, or legal ward who:

(i) is unmarried with no spouse or common law partner and is under the age of 18, or,

(ii) is dependant on the employee by reason of mental or physical disability, or

(iii) has not yet attained 24 years of age and is in full-time attendance at a recognized educational institution.

Deputy head (*administrateur général*)

(a) in relation to a department named in Schedule I of the *Financial Administration Act*, its deputy minister;

(b) in relation to any portion of the core public administration named in Schedule IV of the *Financial Administration Act*, or in relation to any separate agency named in Schedule V of the *Financial Administration Act*, its chief executive officer, or if there is no chief executive officer, its statutory head, or if there is neither, the person who occupies the position designated under subsection 11(2) of the *Financial Administration Act*, in respect of that portion or that separate agency.

Economy airfare (*classe économique*) means a return full fare economy class ticket (fully refundable) on most commercial airlines. Economy class is the standard class of air travel and excludes first and business class or equivalents.

Employee (*fonctionnaire*) means, subject to the Application section, a person who is employed in a department or with a separate employer which is a member of the NJC.

Employee with dependants (*fonctionnaire avec personnes à charge*) is an employee with whom at least one dependant resides at the employee's headquarters residence.

Employee without dependants (*fonctionnaire sans personnes à charge*) means an employee with whom no dependant resides at the employee's headquarters residence.

Fiscal year (*année financière*) means the period beginning on the first day of April in one year and ending on the thirty-first day of March in the next year.

Government housing (*logement de l'État*) is residential accommodation, owned or leased by the Government of Canada, intended primarily for employees of the Government of Canada. Such accommodation may be either:

- (a) self-contained, i.e. a single-family dwelling (detached, semi-detached or row housing) or apartment; or
- (b) shared accommodation, i.e. means a self-contained dwelling where employees have private bedrooms, but share common areas.

Gross household income (*revenu du ménage*) is the total gross income, in whatever form received, of all members of the family, or of an individual, where applicable, excluding:

- (a) earnings of children or funds for the tuition of children in regular attendance at recognized institutions of learning such as scholarships, bursaries and contributions from non-resident family members,
- (b) earnings of a working spouse or common-law partner up to the amount that may be claimed as a "spousal amount" as specified in the Federal General Income Tax and Benefit Guide, as amended from time to time.

Headquarters (*lieu d'affectation*) means the isolated post to which the employee is assigned.

Immediate family (*famille immédiate*) for employees, means father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, spouse, common-law partner resident with the employee, child (including child of the common-law partner), grandchild, grandparent, stepchild or ward of the employee, father-in-law, mother-in-law and relatives permanently residing in the employee's household or with whom the employee permanently resides.

Isolated post (*poste isolé*) means a location named in Appendix A.

NJC Relocation Directive (RD) (*Directive sur la réinstallation du CNM*) is the National Joint Council Directive pertaining to relocation, as applicable, as amended from time to time.

Normal place of residence (*lieu de résidence ordinaire*) means

- (a) the last place in Canada where employees permanently resided prior to their assignment to an isolated post, or

(b) where paragraph (a) does not apply or employees are not returning to the place referred to in paragraph (a), the place in Canada determined by the deputy head to be their normal place of residence.

Normal working hours (*heures de travail normales*) means the number and schedule of hours that a full-time indeterminate employee is required to work pursuant to an appropriate governing authority.

Offensive noise (*bruits gênants*) includes any recurring noise which disturbs the quiet enjoyment of the premises, e.g. noises which originate within the building such as generators or communications equipment such as telephones, doorbell, etc., and noises which may be associated with crisis situations (e.g. patients in nursing stations, disorderly inmates, etc.). Also, employees on "shift work" who occupy shared accommodation are considered to be subject to "moderate" offensive noise, when there are other occupants of the same shared accommodation who also work shift work. Noises that originate from outside the building such as aircraft, motorboats, motor vehicles, etc., shall be accounted for by the BSV.

Part-time employee (*employé à temps partiel*) means a person employed to work less than the normal daily or weekly hours of work established for a full-time employee of the same occupational group and level.

Point of comparison (*point de comparaison*) specifically refers to Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal or St. John's. Price differences at each isolated post are measured against those prevailing in one of the above-noted cities as established by the National Joint Council Isolated Posts and Government Housing Committee. These price differentials are calculated on items that fall within the approved Basket of Goods and Services included in Isolated Posts Living Cost Differential Indexes.

Point of departure (*point de départ*) means Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, Toronto, Ottawa, Montreal, Quebec City, Moncton, Halifax, or St. John's, whichever of these places is the nearest to the headquarters of an employee by the most practical route and means of transportation.

Private non-commercial accommodation (*logement particulier non commercial*) means private dwelling or non-commercial facilities where the traveller does not normally reside.

Public transportation (*transport public*) means any form of transportation that charges set fares, runs fixed routes and is available to the public such as buses, subways, ferries and trains.

Public use of living facilities (*usage du logement par le public*) involves the use by the public or other government employees of the private living facilities provided to the occupant such as bathroom, bedroom, communications equipment, etc.

Relocation (*réinstallation*) means the authorized move of an employee from one place of duty to another or the authorized move of an employee from the employee's place of residence to the employee's first place of duty upon appointment to a position in the public service.

Rent (*loyer*) means the monthly amount charged to an employee for the occupation and use of a government housing unit. It includes fuel and utilities charges, where applicable.

Road kilometres (*kilomètres routiers*) means the official distance shown on the most recent provincial or territorial highway map or through the use of electronic mapping systems as determined by the IPGH committee.

Seasonal employee (*employé saisonnier*) means a person appointed on an indeterminate basis who works for one or more specified portions of a fiscal year, each year.

Shelter charge (*frais de gîte*) means the amount assessed for a government housing unit after deducting from the base shelter value any rental charge adjustment and/or special reduction. It does not include fuel and utilities charges.

Special location (*localité spéciale*) means a place named in Appendix G.

Spouse or common-law partner (*époux ou conjoint de fait*) The term common-law partner refers to a person living in a conjugal relationship with an employee for a continuous period of at least one year. The term spouse refers to the person married to the employee.

Transportation expenses (*frais de transport*) means the expenses referred to in the NJC Relocation Directive or the Travel Directive that are incurred by an employee and any of the employee's dependants for transportation.

Travel Directive (*Directive sur les voyages*) means the National Joint Council (NJC) Travel Directive, as amended from time to time.

Travelling expenses (*frais de voyage*) means the expenses referred to in the NJC Relocation Directive or the Travel Directive that are incurred by an employee and any of the employee's dependants for accommodations, meals and incidentals.

Reports

When required by the Treasury Board of Canada Secretariat, the deputy head shall submit a consolidated departmental report.

Part I - Administration of Allowances

Rates

1.1 Less than Normal Hours

1.1.1 When the hours of work of employees are less than normal hours of work, the employees shall, on a daily basis, be paid allowances for each hour worked to a maximum of the daily rate of allowances of full-time indeterminate employees of the same classification, group and level.

1.2 Calculations

1.2.1 The amount of employees' allowances shall be calculated and paid in the same manner as their salaries or wages are calculated and paid pursuant to an appropriate governing authority.

1.2.2 In calculating the amount of an allowance to which employees are entitled, there shall not be included in the number of hours worked by them

- (a) any hours worked in excess of the normal working hours for that classification, group and level, and
- (b) subject to Section 1.14, any hours for which salary or wages are not paid.

1.3 Reduction

1.3.1 When the cost of transportation of food, fuel or other supplies is borne by or on behalf of the employer and is not considered in the determination of the allowances, the deputy head shall prescribe a reduction that is appropriate to that cost in the rates of the following allowances:

- (a) a living cost differential,
- (b) a fuel and utilities differential, and
- (c) a special location allowance.

1.4 Dependant Becomes an Employee

1.4.1 When employees cease to be employees with dependants because a person referred to in the definition of dependant becomes an employee, they may request a reconsideration of the matter by submitting the relevant facts to their deputy head in writing.

1.4.2 On receipt of the written statement of facts from employees, the deputy head may deem them to be employees with dependants or without dependants for purposes of this directive.

1.5 Employee Becomes a Dependant

1.5.1 Where both members of a couple are employed with the federal government at an isolated post and have no dependants, each person is considered to be an "employee without dependants" for the purposes of the payment of the allowances.

1.5.2 If one member goes on leave without pay for reasons other than maternity leave or parental leave, that person forfeits the allowances, but can be considered the dependant of the person who continues to work. The "working" employee can be deemed, for the period of the leave without pay, as an "employee with dependants" and have the allowances adjusted accordingly.

1.5.3 If and when the employee on leave without pay returns to work, the allowances will be readjusted to the "employee without dependants" rate in both cases.

1.6 Dependants who are Members of the Canadian Forces

1.6.1 For purposes of payment of the allowances mentioned in Sections 1.7 to 1.10, where an employee has one or more dependant(s) and one is the employee's spouse or common-law partner and,

(a) resides with the employee at the headquarters residence, and

(b) is a member of the Canadian Forces receiving an isolation allowance at the "accompanied" rate under the "Compensation and Benefit Instructions for the Canadian Forces",

the employee shall be deemed to be an employee without dependants.

1.6.2 If that spouse or common-law partner is receiving an isolation allowance at the "unaccompanied" rate, the employee shall be deemed to be an employee with dependants.

1.6.3 Subsections 1.6.1 and 1.6.2 apply in this manner regardless of the number of additional dependants.

Types

1.7 Environment Allowance (EA)

1.7.1 Employees shall be paid an EA, at the rate set out in Appendix B that is appropriate to the environment classification of their headquarters as set out in Appendix A.

1.7.2 For purposes of this section, where both members of a couple are federal employees and have no dependants then both of them shall be deemed to be employees without dependants.

1.7.3 For purposes of this section, where both members of a couple are federal employees and have dependants then one of them shall be deemed to be an employee with dependants and the other to be an employee without dependants.

1.8 Living Cost Differential (LCD)

1.8.1 Employees not subject to Section 1.17 shall be paid an LCD, at the rate set out in Appendix C that is appropriate to the living cost classification of their headquarters as set out in Appendix A.

- (a) For purposes of this section, when both members of a couple are federal employees, the total amount of their rates for the LCD shall not exceed 100% of the rate for an employee with dependants.
- (b) Normally, that total shall be equally apportioned to each employee at 50% of the rate for employees with dependants. However, if both members of the couple sign a joint declaration requesting that one of them be considered an employee with dependants and the other a dependant, their employing department(s) shall make the appropriate arrangements to do so.

1.8.2 An employee subject to Section 1.17 shall be paid an LCD at the rate established in Appendix C as "Reduced Rates – Living Cost Differential" that is appropriate to the living cost classification attributed to their headquarters, as defined in Appendix A.

1.9 Fuel and Utilities Differential (F&UD)

1.9.1 Employees shall be paid an F&UD, at the rate set out in Appendix D, that is appropriate for the fuel and utilities classification of their headquarters as set out in Appendix A, provided they are paying fuel and utility charges directly to the supplier. If the employer pays the fuel and utility charges directly to the supplier, employees shall not be paid the F&UD allowance.

1.9.2 When more than one employee occupies the same HQ residence and share the expenses for fuel and utilities, the total amount of their rates for the F&UD shall not exceed the rate for an employee with dependants, and the total shall be apportioned to each employee in proportion to the percentage of the expenses for fuel and utilities paid by each employee.

1.9.3 An employee without dependants not sharing the expenses for fuel and utilities shall receive the F&UD at the rate for an employee without dependants.

1.10 Shelter Cost Differential (SCD)

1.10.1 An SCD is payable, at the rates set out in Appendices K-1 and K-2, to employees in private accommodation and in government housing at qualifying isolated posts to help offset the higher shelter charges experienced there.

1.10.2 For the purposes of this section, where more than one federal government employee occupy the same headquarters residence, the total amount of SCD payable for the residence shall not exceed 100% of the full rate set out in Appendices K-1 and K-2.

1.10.3 **Private Accommodation:** For employees occupying private accommodation, the SCD is the difference between the BSV for the 3-bedroom benchmark model at the isolated post and the national average BSV for the 3-bedroom benchmark model at the locations identified as points of departure. (See Appendix O for examples.)

1.10.4 **Government Housing:** For employees occupying government housing, the SCD is the difference between the average BSV for all 3-bedroom detached government housing units at the isolated post and the national average BSV for the 3-bedroom benchmark model at the locations identified as points of departure. (See Appendix O for examples.)

1.10.5 **Government Housing:** In government housing at qualifying isolated posts, an employee without dependants shall receive the SCD at 60% of the rate for an employee with dependants (see Appendix K-2).

1.11 Special Location Allowance

1.11.1 Employees at a location listed in Appendix G shall be paid a special location allowance rate equal to the total amount of the rates set out in Appendices C and D.

1.12 Temporary Dual Residence Assistance

1.12.1 Employees shall be paid temporary dual residence assistance at the rate established by, and in accordance with, the NJC Relocation Directive when, at the time of their assignment, their headquarters is a location

(a) listed in Appendix F, or

(b) in respect of which the National Joint Council determines that no suitable accommodations for employees with dependants are available, and

(c) they are required, for that reason only, to maintain a separate residence at a location other than their headquarters for persons who would be dependants if they resided at the headquarters residence.

Exceptions

1.13 Travel Status

1.13.1 Persons at an isolated post who are in travel status pursuant to the NJC Travel Directive and whose headquarters are not isolated posts are not subject to this directive.

1.14 Leave Without Pay or Absence Without Leave

1.14.1 Subject to subsections 1.14.2, 1.17.4 and 1.17.5 and this section, employees shall not be entitled to the allowances and benefits of this directive in respect of any period during which they are granted leave without pay pursuant to an appropriate governing authority.

1.14.2 Employees who are granted leave without pay for reasons of illness or injury-on-duty shall not be eligible for the benefits of Part III of this directive, except for those described in Section 3.1 (Non Elective Medical or Dental Treatment) and Part V (Relocation upon End of Employment).

1.14.3 Employees on maternity/parental leave without pay who remain at the isolated post continue to be entitled to the allowances of this directive and to the benefits of subsection 3.1.1.

Charges

1.15 Meals or Rations

1.15.1 When employees and their dependants, if any, are provided with meals or rations by or on behalf of the employer, they shall be charged for meals or rations at the rates specified in Appendix I.

1.15.2 The meals and rations charges shall be amended on August 1 of each year.

1.15.3 When fewer than three meals per day are normally provided to employees and their dependants, the rates shall be reduced by one-third for each meal not provided.

1.15.4 The rations provided to an employee by or on behalf of the employer shall not be sold or bartered by or on behalf of that employee.

1.15.5 The amounts charged to employees pursuant to this section shall be deducted from the amount of any allowance payable to them pursuant to this directive.

1.15.6 The Treasury Board of Canada Secretariat may, in accordance with the approved methodology, vary the rates specified in Appendix I.

1.15.7 When the rates are changed, each employee shall be given written notice of the change. Such change shall be effective on the first of the month following the employee's receipt of the written notice, or the effective date of the change, whichever is the later.

1.15.8 The rates to be charged for meals or rations have been abated to reflect the time employees are absent from their headquarters. Consequently, there should be no further reduction when employees are absent for short periods such as vacation leave, designated paid holidays, sick leave, lieu time off, etc.

1.15.9 During absences for extended periods for reasons such as leave without pay that result in cessation of allowances, the deputy head may adjust the meals and rations rate correspondingly.

Special Circumstances

1.16 Absence on Travel Status

1.16.1 Subject to this section, when employees are absent from their headquarters and are paid transportation or travelling expenses in respect of that absence, their allowances shall, on the 31st calendar day of absence:

- (a) cease, if they are employees with dependants and none of their dependants remain at their headquarters;

(b) revert to the employee without dependants rate, if they are employees with dependants and one of their dependants remains at their headquarters; or

(c) remain at the employee with dependants rate, if they are employees with dependants and more than one of their dependants remains at their headquarters.

1.16.2 When employees referred to in subsection 1.16.1 are entitled to a F&UD, they shall continue to receive that differential, provided they

(a) maintain a headquarters residence during their absence, and

(b) do not sublet it.

1.16.3 Nothing in this section shall be construed to affect the allowances of employees who are granted leave for vacation, compensatory or lieu time off with pay pursuant to an appropriate governing authority and who:

(a) remain at their headquarters, or

(b) return to their headquarters at the conclusion of the leave or time off.

1.17 Absence for Illness or Injury

1.17.1 Subject to this section, when employees are absent from their headquarters, having been granted sick or injury-on-duty leave with pay, their allowances shall, on the 31st calendar day of absence:

(a) cease, if they are an employee with dependants and none of their dependants remain at their headquarters;

(b) revert to the employee without dependants rate, if they are an employee with dependants and one of their dependants remains at their headquarters; or

(c) remain at the employee with dependants rate, if they are employees with dependants and more than one of their dependants remains at their headquarters.

1.17.2 When employees referred to in subsection 1.17.1 are entitled to a F&UD and SCD, they shall continue to receive that differential, provided they

(a) maintain their headquarters residence during their absence, and

(b) do not sublet it.

1.17.3 The deputy head may authorize the continued payment of allowances for not more than 60 additional calendar days of absence when employees, due to illness or injury, have been granted sick or injury-on-duty leave with pay and have been absent from their headquarters for more than 30 calendar days.

1.17.4 The deputy head may authorize the payment of allowances for not more than 30 calendar days when employees have been granted sick leave without pay.

1.17.5 When employees are, or are expected to be, absent for a period in excess of the periods above by reason of the illness or injury in respect of which they were granted leave, the President of the Treasury Board may authorize the continued payment of allowances to those employees.

1.18 Dependant Delayed

1.18.1 Subject to this section, when employees begin a period in respect of which allowances are payable without any dependants, but they establish to the satisfaction of their deputy head that a dependant intends to reside with them at their headquarters residence during the entire term of their assignment there, the amount of any allowance shall be calculated at the rate for an employee with dependants from the day the period commences, if the dependant arrives at the headquarters within 90 calendar days of that day.

1.18.2 Subject to this section, when no dependants remain at the headquarters residences of employees for periods in excess of 90 calendar days, the amount of any allowances of those employees shall be calculated at the rate for an employee without dependants for the period commencing on the 91st day of the absence and ending on the day before the day on which employees again have dependants at their headquarters residences.

1.18.3 When employees referred to in this section satisfy their deputy head that their dependant's absence for a period in excess of 90 calendar days:

(a) was unforeseen,

(b) was beyond the control of the dependant and the employees, and

(c) is temporary,

their deputy head may direct that the employees' allowances shall continue to be calculated at the rate for employees with dependants for such further period of time as the deputy head determines.

1.19 Dependant, Shared Custody

1.19.1 Subject to this section, when employees satisfy their deputy heads, by means of a court order or declaration signed by both parents, that they have joint custody and joint residency of their children, the children shall be considered dependants for the period they reside with the

employees.

1.19.2 Should the rates of the employees' allowances change as a result of the above, an average annual rate will be calculated based on the length of time the employees should be paid the employee without dependants and employee with dependants rates and they will be paid the same bi-weekly rate during the fiscal year. If changes in employees' situation results in a change to their entitlements, for example they leave the isolated post or the public service, their entitlements will be recalculated and necessary adjustments will be made.

1.19.3 Except for Section 3.1, the entitlements of the dependants, referred to in subsection 1.19.1, to the benefits of this directive shall be pro-rated based on the percentage of time they reside with the employee at the isolated post during the fiscal year.

1.19.4 Section 3.1 shall apply to the children referred to in subsection 1.19.1 provided they are residing at the isolated post where the employee resides at the time of the necessary travel.

1.19.5 Where employees only have visitation privileges in respect of their children, the children will be considered dependants if they reside with the employees at the employee's headquarters residence for a period of 30 or more consecutive days and:

- (a) the changes, if any, in the rates of the allowances payable to the employees shall apply for the entire period the children reside with the employee;
- (b) the other benefits of the directive, except for Section 3.1, for which the children may be eligible during their stay with the employee, shall be pro-rated based on the percentage of time the children reside with the employees at their headquarters residence during the fiscal year; and
- (c) Section 3.1 shall apply for the period the children reside with the employee at the headquarters residence.

Part II - Designation and Payments

2.1 Designation and Effective Date

2.1.1 The locations named in Appendix A are hereby designated as isolated posts.

2.1.2 The period of eligibility for the payment of allowances shall commence on the later of:

- (a) 00:01 hour of the day that the employee arrives at the headquarters;
- (b) midnight of the last day in respect of which the employee is paid any transportation or travelling expenses as a result of the assignment to an isolated post; and

(c) 00:01 hour of the day the employee returns to work after a period of leave without pay ends.

2.1.3 A location is deemed an isolated post effective the date approved by the Isolated Posts and Government Housing Committee.

2.1.4 An isolated post shall have environment allowance, living cost differential, and fuel and utilities differential classifications as set out in Appendix A.

2.2 Termination

2.2.1 The period of eligibility for the payment of allowances shall end at midnight on the earlier of the day immediately preceding

(a) the first day in respect of which employees are paid any transportation or travelling expenses as a result of their relocation from their headquarters,

(b) the day they cease to be employees, or

(c) 00:01 of the first day in respect of which the employee begins a period of leave without pay.

Criteria

2.3 Determining Levels

2.3.1 Subject to Section 1.14, qualification for an EA is a prerequisite for all other allowances and benefits under this directive, except for the special location allowance. Locations are deemed an IP effective the date of approval by the IPGH committee.

* Payments of allowances and benefits are pro-rated based on complete months of service as defined under subsection 3.7.3 in the Isolated Posts and Government Housing Directive.

2.3.2 The classifications of isolated posts (Appendix A) are determined in accordance with the following criteria, set out in Appendix H:

(a) population,

(b) climate, and

(c) availability of commercial transportation or access by all-weather roads.

2.3.3 **North of 60th Parallel:** Upon written request of a deputy head, a location that is north of the 60th parallel of latitude shall be designated as an isolated post and shall be classified at environment level 1 or any higher level determined by the criteria set out in Appendix H,

Section 1.

2.4 Population

2.4.1 The population of a location is the number of people who inhabit that location as set out in:

- (a) the most current census of population of Canada,
- (b) a provincial or municipal record of population, or
- (c) a record of any other local authority.

2.4.2 The population of a location may be fixed by the Treasury Board of Canada Secretariat on the recommendation of the National Joint Council, when that population:

- (a) cannot be clearly determined pursuant to subsection 2.4.1, or
- (b) is the aggregate of the populations of locations that are amalgamated with, or close to, that location.

2.5 South of the Sixtieth

2.5.1 **Population less than 10,000:** A location south of the 60th parallel of latitude may be designated as an isolated post if:

- (a) it has a population of less than 10,000; and
- (b) it is not accessible by means of an all-weather road; or
- (c) it is accessible by means of an all-weather road, but is more than:
 - (i) 161 kilometres by road from a location south of the 60th parallel of latitude with a population of more than 10,000, and
 - (ii) 322 kilometres by road from a location south of the 60th parallel of latitude with a population of more than 50,000; and
- (d) it is entitled to 45 points or more in accordance with the EA criteria set out in Appendix H, Section 1.

2.5.2 **Population 10,000 – 15,000:** When an isolated post south of the 60th parallel of latitude attains a population of 10,000 but not more than 15,000, it shall remain in Appendix A if it is:

- (a) not accessible by an all-weather road; or

- (b) accessible by means of an all-weather road and is more than 1,610 kilometres by road from a location south of the 60th parallel of latitude with a population of more than 100,000.

2.5.3 Population more than 15,000: When the population of an isolated post south of the 60th parallel of latitude exceeds 15,000, it shall be deleted from Appendix A.

2.5.4 An isolated post south of the 60th parallel of latitude, located less than 161 kilometres by road from an isolated post referred to in subsection 2.5.2, shall remain in Appendix A until:

- (a) the population of the isolated post referred to in subsection 2.5.2 exceeds 15,000; or
- (b) its deletion is recommended for other reasons pursuant to this part.

2.6 Additions and/or Deletions to Appendix A

2.6.1 The Treasury Board of Canada Secretariat may:

- (a) add to Appendix A the name of a location that conforms with the rules prescribed in subsection 2.3.3 and Section 2.5; or
- (b) delete from Appendix A the name of a location that does not conform with the rules prescribed in subsection 2.3.3 and Section 2.5.

2.7 Additions and/or Deletions to Appendix G

2.7.1 The Treasury Board of Canada Secretariat shall direct the addition of the name and classification of a location to Appendix G when that location conforms to the criteria set out in Appendix H, Section 5.

2.7.2 The Treasury Board of Canada Secretariat shall delete the name of a location from Appendix G when that location does not conform to the criteria set out in Appendix H, Section 5.

2.8 Deletion of a Location or Reduction of an Allowance

2.8.1 The Treasury Board of Canada Secretariat shall cause each employee affected to receive written notice of the change, when:

- (a) a location is deleted from Appendix A,
- (b) the rates set out in Appendix B, C, D or K are reduced,
- (c) the LCD or F&UD classification of a location is reduced, or

(d) a location does not qualify for SCD.

2.8.2 The Treasury Board of Canada Secretariat shall specify via Information Notice to Departments the effective date of any change to an allowance. Within 60 days of receiving the notification from the Treasury Board of Canada Secretariat, departments shall provide a written notice to each employee affected by the change (email is considered an acceptable written notice).

2.8.3 **EA and LCD:** When written notices have been received by employees that the location no longer qualifies for EA or LCD, the amount of their EA and/or their LCD Allowance (as applicable) shall be reduced by the amount of the decrease, at a rate of \$100.00 per month, starting on the first day of the fourth calendar month after the month in which written notice was received, until the allowance(s) has been reduced to zero.

2.8.4 **F&UD and SCD:** When the F&UD and SCD of a location is deleted, it shall terminate on the first day of the fourth calendar month after the month in which the employee received written notice.

2.8.5 **Travel Assistance Benefits:** When a location no longer qualifies for EA, the benefits referred to in Part III shall end on the first day of the fourth calendar month after the month in which written notice was received, if the employee affected by the change was entitled to them on the date that the change was made.

2.8.6 **Relocation upon end of Employment:**

- (a) The benefits referred to in Sections 5.2 and 5.11 shall not terminate if the employee affected by the change was entitled to them on the date the change was promulgated.
- (b) The benefits referred to in Section 5.4 shall not terminate if the employee affected by the change was entitled to them on the date the change was promulgated, provided that the employee had completed five years of continuous employment at an isolated post at the time of the change.

2.9 Changes to Appendix A, F or G

2.9.1 The Treasury Board of Canada Secretariat may, with respect to a location named in Appendix A, F or G, establish, vary, or delete any classification of that location in conformance with the criteria.

2.9.2 The Treasury Board of Canada Secretariat may delete the name of a location from Appendix F when:

- (a) the National Joint Council determines that there are suitable accommodations available for employees with dependants at the headquarters of the employee; or
- (b) the location is deleted from Appendix A.

2.10 Rates Established or Changed

2.10.1 The rates set out in Appendices B, C, D and K are hereby established with the approved methodologies for the EA, the LCD, the F&UD and the SCD respectively. Annual reviews and updates are not subject to written notifications as described in Section 2.13.

2.10.2 The Treasury Board of Canada Secretariat may, in accordance with the approved methodologies, vary the rates set out in Appendices B, C and K, effective on the dates specified in the approved methodologies.

2.10.3 When the change is not in accordance with the approved methodologies, the President of the Treasury Board, on the recommendation of the National Joint Council, may vary the rates set out in Appendix B, C or K, effective on the dates specified by the President.

2.10.4 The President of the Treasury Board, on the recommendation of the National Joint Council, may vary the rates set out in Appendix D, effective on the date specified by the President.

Effects of Changes

2.11 Addition to Appendix A

2.11.1 When a location is added to Appendix A pursuant to Section 2.6,

- (a) the EA, LCD, the F&UD and SCD (if applicable) are payable from the date specified by the Treasury Board of Canada Secretariat; and
- (b) the employee affected is eligible for the other benefits of the directive from the effective date of the addition.

2.12 Increase to Classification

2.12.1 **EA**: When the environment classification of an isolated post is raised,

- (a) the increase to the EA is effective on the date specified by the Treasury Board of Canada Secretariat; and
- (b) the change in the associated benefits, if any, is effective on the date the increase is announced.

2.12.2 **LCD**: When the LCD classification of a location referred to in Appendix A or G is raised, the change shall be effective on the first day of the month following the month in which the Treasury Board of Canada Secretariat receives notification of the change from Statistics Canada.

2.12.3 **F&UD**: When the F&UD classification of a location referred to in Appendix A or G is raised, the change shall be effective on the date determined by the Treasury Board Secretariat.

2.12.4 **SCD**: When the SCD of a location referred to in Appendix K is raised, the change shall be effective on the date determined by the Treasury Board Secretariat.

2.13 Reduction to Classification

2.13.1 The Treasury Board of Canada Secretariat shall cause each employee affected to receive written notice of the change, when

- (a) the rates set out in Appendix B, C, D or K are reduced; or
- (b) the EA, LCD and F&UD classifications, or the SCD of a location are reduced.

2.13.2 The Treasury Board of Canada Secretariat shall specify via Information Notice to Departments the effective date of any change to an allowance. Within 60 days of receiving the notification from the Treasury Board of Canada Secretariat, departments shall provide a written notice to each employee affected by the change (email is considered an acceptable written notice).

2.13.3 **EA**: When written notices have been received by employees, the amount of their EA shall be reduced by

- (a) one-half of the amount of the decrease, on the first day of the fourth calendar month after the month in which written notice was received; and
- (b) the balance of the amount of the decrease, on the first day of the 13th calendar month after the month in which written notice was received.

2.14 Other Allowances and Benefits

2.14.1 The total amount of the reduction in the LCD, the F&UD, the SCD, and/or the special location allowance resulting from a reduction in the classification shall be effective on the first day of the fourth calendar month after the month in which written notice was received.

2.14.2 Any change to the benefits of the employees affected by a reduction in the classification of the EA shall be effective on the first day of the fourth calendar month after the month in which written notice was received.

2.15 Assignment after Effective Date of Change

2.15.1 Employees whose assignment began on or after the date that a reduction of any allowance was made shall be:

- (a) deemed to have received any written notice referred to in this part; and

- (b) paid allowances calculated at the rate in effect, as if they had received such written notices on the earliest date that other employees received that notice.

Part III - Expenses and Leave

Travelling and Transportation Expenses

3.1 Non-Elective Medical or Dental Treatment

3.1.1 Employees who are granted leave without pay for the following reasons are also entitled to the benefits of this section: illness, injury-on-duty, or maternity/parental leave.

3.1.2 Subject to this section, when employees or their dependants obtain medical or dental treatment at the nearest location in Canada where adequate medical or dental treatment is available, as determined by the attending medical or dental practitioner, and they satisfy their deputy head by means of a certificate of the attending medical or dental practitioner that the treatment:

- (a) was not elective,
- (b) was not available at their headquarters, and
- (c) was required without delay,

the deputy head shall authorize reimbursement of the transportation and travelling expenses in respect of that treatment.

Notes:

- (1) The lower kilometric rate will apply except where there is no air service from the headquarters to the nearest location in Canada where adequate medical or dental treatment is available.
- (2) Where there is no public transportation from the headquarters to the air service, the kilometric rate for government business travel shall be paid from the employee's headquarters to the nearest source of public transportation to the air service.
- (3) An attending medical/dental practitioner means the qualified practitioner who has treated the patient at the isolated post. Patient includes the employee or the employee's dependant(s).
- (4) There may be occasions when a delay of several weeks or possibly longer may occur before the patient can receive the treatment. This section applies when the delay is due to

the fact that the facilities or medical practitioners at the treatment centre were not available immediately.

- (5) Employees on non-elective medical or dental travel may elect for private non-commercial accommodation.

3.1.3 Expenses under this section shall not be reimbursed for orthodontic treatment that is aesthetic or cosmetic in nature. However, they are reimbursable when a dental practitioner certifies treatment is required for newborn infants afflicted with cleft lips and palates, for persons involved in accidents involving broken jaws or seriously damaged teeth and for persons having severely handicapping malocclusions causing severe masticatory dysfunction.

3.1.4 The expenses shall include the expenses of any person, other than the person who obtains treatment, if the deputy head is satisfied that:

- (a) the treating physician has determined it is necessary for the person who obtains the treatment to be escorted during the period of travel; or
- (b) no suitable arrangements for the care of the dependants can be made at the isolated post, and they must therefore accompany the person obtaining treatment.

Note:

Dependant care as defined by the Travel Directive shall apply only for expenses that are incurred as a result of travelling and are additional to expenses the employee would incur when not travelling.

3.1.5 When employees are granted benefits pursuant to this section and the deputy head is satisfied that:

- (a) the treatment or the transportation was unavoidably prolonged, or
- (b) the attending medical or dental practitioner has certified that the continued presence of the escort referred to in subsection 3.1.4 is required for purposes of the treatment, or
- (c) the presence of the dependants referred to in subsection 3.1.4 is warranted, and
- (d) meals and accommodation are not provided free of charge to the persons referred to in this section,

the deputy head shall authorize the reimbursement to employees of the transportation and travelling expenses that are incurred in respect of themselves, their dependants and escort. Receipts are required for all expenses (including meals) except for incidental expenses. All

claims for reimbursement must be submitted no later than 12 months following the date of the treatment.

Note:

Refer to subsections 3.10.1, 3.10.3 and Section 3.11 for provisions relating to travel time and transportation delays.

3.2 Compassionate Travel and Expenses

3.2.1 When employees are granted leave with pay by reason of there being an illness in their immediate family, that is certified as critical by a qualified medical practitioner and that requires them to travel from their headquarters to another location and back, the employer shall reimburse the lesser of:

- (a) an amount equal to "compassionate" airfare from the headquarters to the point of departure and return, if carriers at the headquarters offer "compassionate" airfares; or
- (b) an amount equal to the cost of the regular return economy airfare between the headquarters and the point of departure, if carriers at the headquarters do not offer "compassionate" airfares; or
- (c) the actual costs incurred for return travel between the headquarters and the location of the family member. Receipts are required for all expenses (including meals) except for incidental expenses.

3.2.2 Employees are to inquire and avail themselves of "compassionate" or discounted fares whenever possible.

3.2.3 The benefits provided by this section shall be extended to:

- (a) the employee and the employee's spouse or common-law partner, with respect to the critical illness of their biological child, stepchild, adopted child or legal ward;
- (b) the employee or the employee's spouse or common-law partner, with respect to the critical illness of other members of the employee's immediate family; or
- (c) another dependant taking the place of the spouse or common law partner if the spouse or common law partner does not accompany the employee, or the employee does not accompany the spouse or common law partner.

Note:

Refer to subsections 3.10.1, 3.10.3 and Section 3.11 for provisions relating to travel time and transportation delays.

3.3 Bereavement Travel Expenses

3.3.1 When employees are granted leave with pay for a bereavement in the immediate family and they travel from their headquarters to another location and back, the employer shall reimburse the lesser of:

- (a) an amount equal to "compassionate" airfare from the headquarters to the point of departure and return, if carriers at the headquarters offer "compassionate" airfares; or
- (b) an amount equal to the cost of the regular return economy airfare between the headquarters and the point of departure, if carriers at the headquarters do not offer "compassionate" airfares; or
- (c) the actual costs incurred for return travel between the headquarters and the location of the family member. Receipts are required for all expenses (including meals) except for incidental expenses.

3.3.2 Employees are to inquire and avail themselves of "compassionate" or discounted fares whenever possible.

3.3.3 The benefits provided by this section shall be extended to:

- (a) the employee and the employee's spouse or common-law partner, with respect to the death of their biological child, stepchild, adopted child or legal ward;
- (b) the employee or the employee's spouse or common-law partner, with respect to the death of other members of the employee's immediate family; or
- (c) another dependant taking the place of the spouse or common law partner if the spouse or common law partner does not accompany the employee, or the employee does not accompany the spouse or common law partner.

Notes:

- (1) Refer to subsections 3.10.1, 3.10.3 and Section 3.11 for provisions relating to travel time and transportation delays. See Appendix O for examples.
- (2) Reimbursement of expenses related to Compassionate or Bereavement Travel applies to the actual day(s) of travel from the headquarters to the point of departure or location of family member and from the location of family member or point of departure back to the headquarters.

3.4 Vacation Travel Assistance (VTA)

3.4.1 The Treasury Board of Canada Secretariat will publish the amount of the VTA for each isolated post in the spring of each fiscal year on a date agreed to by the NJC Isolated Posts and Government Housing Committee (IPGHC). In addition, for those isolated posts with an EA classification of 4 or 5, on a date agreed to by the NJC IPGHC, a second VTA will be published and paid out in the fall of each fiscal year. These rates are separate and distinct and cannot be combined. TBS will notify departments of the rates.

3.4.2 The vacation travel assistance payments shall be limited to:

- (a) once in each fiscal year for the employee whose headquarters has an EA classification of 1, 2 or 3;
- (b) twice in each fiscal year for the employee whose headquarters has an EA classification of 4 or 5;
- (c) where the employee arrives on or after October 1, once in that fiscal year in which at a headquarters having an EA classification of 4 or 5; or
- (d) where the employee is expected to terminate the assignment on or before September 30, once in that fiscal year if the headquarters has an EA classification of 4 or 5.

3.4.3 The maximum number of VTA payments that can be received in a fiscal year is two (2). VTA is fixed on a per person basis and applies to the employee and applicable dependants over the age of 2.

3.4.4 Employees must apply for VTA in writing.

3.4.5 Employees may choose to request one VTA (regardless of the classification level of their isolated post) for persons who would qualify under the definition of dependant if they were not attending a post-secondary educational institution on a full-time basis away from the headquarters, once in each fiscal year to proceed from and return to the headquarters.

3.4.6 For purposes of VTA, when at least one dependant of the employee is also an employee and lives with him or her at their headquarters residence, one of them shall be deemed to be an employee and the other to be a dependant.

3.5 VTA Qualification Period

3.5.1 Employees who have been reimbursed relocation expenses pursuant to Part IV of this Directive and have moved from a non-isolated location to an isolated post must wait three months from the date of their relocation to the post to qualify for VTA.

3.5.2 Local hires initially appointed to a position at the post must also wait three months from the date of their appointment to qualify for the VTA.

3.5.3 Employees who have been reimbursed relocation expenses pursuant to Part IV of this Directive and have moved from one isolated post to another isolated post are not subject to the three-month waiting period.

Note:

Employees who resign from the Public Service in a fiscal year for which they have received any benefits pursuant to Section 3.4 may be subject to recovery action. Refer to Section 3.6 for complete details.

3.6 Vacation Travel Assistance Entitlement

3.6.1 Employees working at headquarters that have airports will be paid an amount equivalent to the return full fare economy class airfare between the headquarters and the point of departure. The payment will include the Goods and Services Tax (GST) and provincial or territorial sales tax, as applicable. The payment excludes airport fees, departure taxes, NAVCAN surcharges, travel agent fees, and other miscellaneous fees.

3.6.2 Where the airline whose rates are being used for VTA offers a percentage discount of the full fare economy class airfare on the basis of the age of a child, this rate will be used for the VTA for the child. Child rates for the purposes of VTA apply to children aged 2 through 12. Children under age 2 receive the child VTA rate upon proof of airfare ticket purchase.

3.6.3 Employees working at headquarters that do not have airports will be paid:

- (a) the VTA equivalent to a return full fare economy class airfare between the nearest airport and the point of departure, AND the return lower kilometric rate for the driving distance between the headquarters and the nearest airport; or
- (b) the return lower kilometric rate for the driving distance between the headquarters and the point of departure, where the most practical and direct means of reaching the point of departure is by road.

3.6.4 Where there is no airport at the headquarters and the distance between the headquarters and the nearest airport OR between the headquarters and the point of departure is 250 km or more, the employee and dependant(s) will each receive \$100 for miscellaneous expenses each way.

3.6.5 There is no requirement to travel, or take leave, or lieu time off to receive the VTA payment. VTA is payable to the employee, for the employee and each applicable dependant, subject to subsections 3.4.2 and 3.6.2.

3.7 Recovery of Vacation Travel Assistance (VTA)

3.7.1 No recovery will be made when employees cease to be employees by reason of their retirement, disability, a work force adjustment or termination for reasons other than breaches of discipline or misconduct.

3.7.2 Subject to this section, when employees, except those referred to in Sections 5.2 and 5.11, resign from the Public Service or permanently relocate out of the isolated post to a location not listed in Appendices A or G, having received any benefits pursuant to Section 3.4 within the preceding three months (if the headquarters has an environment classification of 4 or 5) or within the preceding five months (if the headquarters has an environment classification of 1, 2 or 3) the amount of these benefits shall be:

- (a) deducted from the amount that would have been paid pursuant to Part V; or
- (b) considered a debt owing the Government when there are insufficient funds payable pursuant to this part or employees are not eligible to any benefits of this part.

3.7.3 When the headquarters has an environment classification of 4 or 5, the amount of the benefits recoverable shall be pro-rated as follows:

Departure	# of VTA payments	Recovery
Apr. 1 to Sept. 30	1	A
Apr. 1 to Sept. 30	2	A plus 2 nd payment
Oct. 1 to Mar. 31	1	Nil
Oct. 1 to Mar. 31	2	B

A (Number of incomplete months of service between April 1 and September 30) X 1st payment ÷ 6.

B means (Number of incomplete months of service between October 1 and March 31) X 2nd payment ÷ 6.

Payment(s) (*paiement(s)*) means the benefits of Section 3.4 received within three months preceding the date of resignation.

Incomplete months of service (*mois de service incomplets*) means calendar months in which the employee did not earn at least 10 days' pay.

3.7.4 When the headquarters has an environment classification level of 1, 2 or 3, the amount of benefits recoverable shall be pro-rated as follows:

(Number of incomplete months of service in the fiscal year) X payment ÷ 12.

Payment(s) (*paiement(s)*) means the benefits of Section 3.4 received within five months of the date of resignation.

Incomplete months of service (*mois de service incomplets*) means calendar months in which the employee did not earn at least 10 days' pay.

Note:

Subject to subsection 3.7.1, the provisions of this section shall apply to all employees, including local hires, whether or not they relocate from the isolated post.

3.8 Part-time and Seasonal Employment

3.8.1 Subject to the Application section of this directive, part-time and seasonal employees shall be entitled to the benefits of Section 3.6, in the same proportion as their total annual hours of work compared to the total annual hours of work of a full-time employee occupying a position at the same occupational group and level (prorating).

3.9 Adoption of a Child

3.9.1 When an employee adopts a child and must travel from the headquarters to accept physical custody of that child, the deputy head shall reimburse, to the employee, the transportation and travelling costs incurred by

(a) the employee and spouse or common-law partner, for the journey between the headquarters and the location of the child, and

(b) the employee, spouse or common-law partner and child, for the return journey,

in an amount not to exceed the cost that would have been incurred had the journey been made to the point of departure and return by the mode(s) of transportation used by the employee.

Leave

3.10 Travel Associated with Leave with Pay

3.10.1 Once per fiscal year, for headquarters with an EA classification of 1, 2, or 3, or twice per fiscal year for headquarters with an EA classification of 4 or 5, when employees travel from their headquarters for vacation purposes, they shall be granted time off with pay, in lieu of being required to travel on a working day or on a day of rest, for a period that is the lesser of:

(a) two days, or

(b) the actual and reasonable time required to travel from headquarters to the point of departure or destination (if less), and return.

3.10.2 Employees claiming time off with pay for vacation travel shall submit a request for vacation or other paid leave, for a period that is contiguous to the period of time off with pay being claimed. Employees must satisfy the deputy head that travel will take or has taken place.

3.10.3 When employees are reimbursed transportation or travel expenses pursuant to Sections 3.1, 3.2 or 3.3, and the travel time granted pursuant to an appropriate governing authority is insufficient for them to travel to the point of departure and return, they shall be granted leave with pay for a period that is the lesser of:

(a) two days, or

(b) the actual and reasonable time required to travel from headquarters to the point of departure and return.

3.10.4 If regular flight schedules do not allow for an employee to reach the point of departure without an overnight stopover, the employee may be granted up to 3 days leave with pay.

3.11 Transportation Delays

3.11.1 On each occasion that employees are granted the benefits of Section 3.10, deputy heads shall, if they are satisfied that the time required to travel was prolonged by reason of transportation delays beyond the control of those employees, grant up to five additional days of leave with pay.

3.11.2 Deputy heads may, if they are satisfied that leave in excess of the leave granted pursuant to this section was required for the reason described in this section, grant additional leave with pay.

3.11.3 When employees are granted benefits pursuant to this section, deputy heads shall authorize the reimbursement of transportation and travelling expenses incurred by employees and their dependants, if they are satisfied that the commercial carrier does not pay these expenses in those circumstances. Receipts are required for all expenses (including meals) except for incidental expenses.

3.12 Elective Medical or Dental Treatment

3.12.1 If employees or any of their dependants must travel from their headquarters to another location to obtain elective medical or dental treatment that is not available at their headquarters, they shall be granted, during a fiscal year, a maximum of 3 additional days of leave with pay for the actual time that is required to travel and obtain the treatment.

Part IV - Relocation to an Isolated Post

4.1 Conditions

4.1.1 For the purposes of this part, family members who are permanently residing with employees, but who are precluded from qualifying as dependants under the *Income Tax Act* because they receive pensions, shall be deemed to be dependants.

4.2 Medical Clearances

4.2.1 Departments will provide Health Canada with the names of employees proposed for posting to isolated posts and with the proposed posting schedule.

4.2.2 Employees proposed for posting to an isolated post will complete a confidential personal health declaration form for themselves and for their dependants, if any, and provide them to Health Canada.

4.2.3 Health Canada will review the personal health declaration form(s) completed by the employees and determine whether any further assessments are required.

4.2.4 If Health Canada indicates that an additional assessment is required, departments will be responsible for any costs related to such assessments.

4.2.5 Health Canada will provide a report to the deputy head and advise whether the employee and dependant(s) are eligible for posting.

4.2.6 Where an individual is unable to meet the specifications in Health Canada's Occupational Health Assessment Guide and continues not to meet these requirements upon further medical testing, if done, the employing department will make every effort, up to the point of undue hardship, to accommodate the individual.

4.2.7 This evaluation shall not contain confidential medical information. Confidential medical information is available to the employee under the *Privacy Act*, or may be obtained informally by the employee from Health Canada.

4.3 Furnished Accommodation – Weight Limitations

4.3.1 Subject to this section, when furnished accommodation is provided, the amount of the relocation expenses on the move into or out of the headquarters, attributable to the transportation of the household and personal effects of employees and their dependants, shall not exceed the lesser of:

- (a) the amount actually incurred for that transportation; and
- (b) the amount that would have been incurred if the aggregate of the maximum weights of those household and personal effects, including containers, did not exceed
 - (i) 900 kg in respect of the employee, plus
 - (ii) 900 kg in respect of their first dependant, plus
 - (iii) 225 kg in respect of each additional dependant.

4.3.2 The deputy head may reduce the weight of the household and personal effects that may be transported at public expense when:

- (a) similar furniture or appliances are part of the furnishings of the accommodation; or
- (b) aircraft is the most practical and economical means of transportation.

4.3.3 The weight limitations referred to in this section shall be increased by:

- (a) 15 per cent if the shipment is by air or road,
- (b) 25 per cent if the shipment is by rail, or

(c) 30 per cent if the shipment is by watercraft.

4.3.4 When employees transfer from one isolated post to another, the deputy head may authorize reimbursement for the transportation of household and personal effects that exceed the weight limits.

4.3.5 When the deputy head is satisfied that, through no fault of the employees, their household and personal effects authorized for shipment at government expense exceed the weight limits, the additional costs incurred in transporting their household and personal effects may be authorized.

4.3.6 The weight of objects used for disability-related needs (such as motorized wheelchair, etc.), shall not be considered as part of the weight of the employee's household and personal effects for the purposes of the weight limitations.

4.3.7 Shipment of Automobiles or Recreational Vehicles: When the shipment of automobiles or recreational vehicles, such as snowmobiles, boats, motorcycles, etc., is authorized pursuant to the NJC Relocation Directive, the weight of these items shall not be considered as part of the weight of the employee's household and personal effects for the purposes of the weight limitations.

4.3.8 The deputy head should use discretion when authorizing the shipment of private motor vehicles. The shipment should be authorized only to locations where there are roads and where employees normally use private motor vehicles. Deputy heads may authorize a short term rental (maximum 4 months) of a vehicle (not including insurance or mileage) by an employee awaiting the shipment of his/her private motor vehicle if the cost of said rental is less than the cost of immediate shipment.

4.3.9 Employees wishing to ship into their headquarters vehicles purchased after their relocation to that location shall do so at their own expense.

4.3.10 Upon the employee's relocation out of the isolated post, a vehicle shipped in at the employee's expense will be shipped out at the employer's expense, provided the isolated post the employee is leaving is one to which vehicles are normally shipped as per subsection 4.3.8 of this Directive.

4.3.11 When employees are transferred from one isolated post to another, they are entitled to be reimbursed for the costs incurred in receiving some or all of the household and personal effects and private motor vehicles that may have been placed in storage pursuant to Section 4.4. If they will be occupying furnished accommodation, the combined weight of the furniture and effects being shipped from the place of storage and the former isolated post will be subject to the conditions outlined in Section 4.4.

4.4 Furnished Accommodation - Storage of Effects

4.4.1 Section 4.4 must be read in combination with Section 11.10 of the NJC Relocation Directive.

4.4.2 When, by reason only of the limits referred to in Section 4.3, any part of the household and personal effects of employees are not transported to their headquarters and deputy heads are satisfied that it is necessary to store those effects, they shall arrange for and authorize the payment of the cost in respect of those household and personal effects, of

- (a) packing and crating,
- (b) transportation to the nearest adequate storage facilities,
- (c) storage charges,
- (d) insurance,
- (e) transportation from the place of storage to the place of duty or the normal place of residence of that employee, and
- (f) unpacking and uncrating.

4.4.3 The deputy head shall, upon receipt of evidence of storage payment, authorize the reimbursement to employees of storage costs incurred for up to two private motor vehicles that they own at the time of assignment, or replacements for vehicles placed in storage at the time of assignment, in accordance with the RD, when employees are assigned to headquarters where

- (a) employees at the headquarters do not normally use private motor vehicles, and
- (b) the employer does not ship vehicles.

4.4.4 Notwithstanding subsection 11.8.3 of the RD, the authority for payment of the costs referred to in this section shall end on the expiration of

- (a) the month in which employees should have taken possession of their goods, or
- (b) the third month after the termination of employment.

4.4.5 Deputy heads shall, not later than five years after the household and personal effects were placed in storage pursuant to this section, review the matter and may authorize payment of the costs of the continuation of the storage, or the shipment of the household and personal effects to the employee.

4.5 Delay of Dependant's Relocation

4.5.1 Subject to deputy head approval of a delay of dependant's relocation, when employees will be occupying fully furnished accommodations, the total of

- (a) the weights of the effects that may be transported for the dependant(s), and
- (b) the weights of all other effects transported pursuant to this part,

shall not exceed the limits referred to in Section 4.3.

4.6 Delayed Shipment of Household Effects

4.6.1 Subject to this section, when persons who have not formerly been eligible for the provision of this directive:

- (a) are assigned to an isolated post for a period of one year or more; and
- (b) have been reimbursed for the transportation of household and personal effects, the aggregate weight of which is less than the limits referred to in Section 4.3, they shall, at any time during the first 12 months of their assignment, be reimbursed for the transportation costs of additional household and personal effects, if the balance of the term of their assignment to that isolated post is for six months or more at the date of shipment of those additional effects.

4.6.2 The total weight of the effects that are transported, pursuant to this section and Section 4.3, shall not exceed the limits referred to in Section 4.3.

4.7 Excess Luggage

4.7.1 Subject to Section 4.3, deputy heads shall direct that employees be reimbursed for the extra charges actually incurred for transporting excess luggage of a weight that is not more than 90 kg when the deputy heads are satisfied that:

- (a) employees require certain parts of their household and personal effects on the date of their arrival at their headquarters; and
- (b) those effects will not arrive at their headquarters on or before the date of their arrival there.

Part V - Relocation Upon End of Employment

Expenses and Entitlements

5.1 Application

5.1.1 A person employed for a specified term or part-time is eligible for the benefits provided in this part when:

- (a) assigned to an isolated post for a period of three months or more; and
- (b) required to work more than one-third of the normal working hours of a full-time indeterminate employee of the same occupational group and level.

5.1.2 Employees who are granted leave without pay for the following reasons shall be eligible for the benefits of this part: illness, injury-on-duty or maternity/parental leave.

5.1.3 When employees have completed five or more continuous years of service at isolated posts and are transferred out of isolation, the deputy head shall authorize reimbursement for transportation of the household and personal effects that exceed the weight limits, up to a maximum of 450 kg in excess weight.

5.2 Retirement, Disability, Workforce Adjustment, Non-Disciplinary Termination

5.2.1 When employees have completed a period of five or more continuous years of employment at isolated posts, and ceased to be employees by reason of

- (a) their retirement under the Public Service Superannuation Act,
- (b) termination of employment for reason of medical retirement,
- (c) a workforce adjustment,
- (d) termination of employment pursuant to Section 12(1)(d) and (e) of the Financial Administration Act, for reasons other than breaches of discipline or misconduct,

they shall be reimbursed the relocation expenses referred to in Section 5.8, in an amount that does not exceed the amount that would be incurred in relocating to their normal place of residence.

5.3 Resignation (less than one year)

5.3.1 Employees who resign from the Public Service and who have not completed at least one continuous year of employment at the isolated post, or have not completed their specified term of employment (if less than a year), shall not be entitled to relocation, transportation and/or travelling assistance, in respect of themselves and/or their dependants.

5.4 Resignation (one year or more)

5.4.1 Employees who resign from the Public Service, having received any benefit pursuant to the NJC Relocation Directive and having completed one or more continuous years of employment at isolated posts, shall be reimbursed the expenses referred to in Section 5.8 in an

amount that does not exceed the amount that would be incurred in relocating to the point of departure.

5.5 Completed Specified Period Appointment (less than one year)

5.5.1 When employees have been reimbursed transportation and/or travelling expenses to an isolated post, and have completed a specified period of appointment of less than one year at an isolated post, they shall be reimbursed the amount of the transportation and travelling expenses they incur in leaving the isolated post for:

(a) themselves, if assigned for a period of less than three months, or

(b) themselves and their dependants, if assigned for a period of three months or more,

up to the amount of the expenses that would be incurred if travelling to the point of departure.

5.6 Completed Specified Period Appointment (one to five years)

5.6.1 When employees have completed their specified period of appointment of one to five years at an isolated post, and have been at their headquarters for more than one year and less than five years, they shall be reimbursed the expenses referred to in Section 5.8, in an amount that does not exceed the amount that would have been incurred in relocating to the point of departure.

5.7 Disciplinary Termination

5.7.1 Where employment is terminated for disciplinary reasons (pursuant to Section 12(1)(c) of the Financial Administration Act) and the employee has completed at least five continuous years of employment at isolated posts, the employee shall be reimbursed those expenses referred to in Section 5.8 up to an amount that would be incurred in relocating to the point of departure.

5.8 Reimbursement of Expenses

5.8.1 Subject to this part (see Appendix J), the total of the relocation expenses, in accordance with the NJC Relocation Directive, that may be reimbursed to employees who relocate to a location other than their headquarters or to accommodations at the headquarters as a direct result of being required to vacate government-owned or government-leased accommodations, shall be limited to:

(a) the relocation expenses for household and personal effects and private motor vehicles or recreational vehicles, including those that may be in storage pursuant to Section 4.4;

(b) transportation and travelling expenses for employees and their dependants; and

(c) up to six days' interim accommodation, except if the employment ends pursuant to subsection 5.2, in which case it shall be up to fifteen days' interim accommodation.

5.8.2 Whenever employees are eligible for reimbursement of expenses under this part they shall, upon request, be granted an accountable advance. The advance should normally be provided before the trip begins. However, when this is not possible, the advance should be given at the first location en route where such payment is feasible.

5.9 Entitlements of Persons who are no Longer Dependants

5.9.1 For the purpose of this part, the following persons shall be deemed dependants:

- (a) an unmarried person who was a dependant on the date the employee was assigned to the headquarters, and who is permanently residing with the employee; and
- (b) family members who are permanently residing with the employees but who are precluded from qualifying as dependants under the *Income Tax Act* because they are in receipt of pensions.

5.10 Time Limit to Incur Expenses

5.10.1 Subject to this section, no amount may be paid in respect of expenses that are incurred later than the ninetieth (90th) calendar day following termination of employment.

5.10.2 When transportation for household and personal effects is not available within the 90-day period, expenses may be reimbursed if the effects are transported at the earliest date transportation is available.

5.10.3 Deputy heads may, under exceptional circumstances, extend the period for a period of up to six months.

5.10.4 When an employee dies, the time period may be extended for such longer period as the deputy head deems necessary.

5.10.5 The President of the Treasury Board may, on written application, authorize the payment of amounts that are prohibited by this section.

5.11 Death of Employees or Dependants

5.11.1 Subject to this section, when employees or their dependants die, the deputy head shall authorize the reimbursement to those employees or their estates of the expenses incurred in

- (a) the preparation of the remains for transportation, other than the cost of embalming or cremation,
- (b) the extra cost in respect of a container for the remains, if required by the carrier, and

(c) the transportation expenses in respect of the remains from the headquarters to the final place of rest in Canada, or to the last place in Canada from which the remains are to be transported to the final place of rest outside Canada.

5.11.2 When an employee dies and the surviving dependants relocate, they shall be reimbursed the benefits of Section 5.8 in an amount that does not exceed the amount that would have been incurred in relocating to their normal place of residence.

5.11.3 The weight restrictions specified in subsection 4.4.1 shall be determined as if the relocation occurred immediately before the death of the employee.

5.11.4 When an employee dies and the surviving dependants travel from the headquarters to attend the funeral, the deputy head shall direct that the transportation and travelling expenses incurred by them in respect of that travel be reimbursed in an amount not to exceed the amount that would have been incurred in travelling to the point of departure and back by the mode(s) of transportation used by them.

Part VI - Government Housing

6.1 General

6.1.1 To carry out its responsibilities, the Government of Canada must be able to house employees in all parts of the country. Employees are normally responsible for securing their own accommodation. It is not the intent of the directive to provide government housing to employees who own residential accommodation in the location.

6.1.2 Government accommodation is only provided where:

- (a) it is necessary for the delivery of government programs to combine an employee's place of work and residence or for the employee to live at the job location; or
- (b) no suitable living accommodation is available in the vicinity.

6.1.3 It is the policy of the government that occupants of government housing be accorded treatment equivalent to that accorded to persons renting similar accommodation from private or commercial sources. Rents for government housing must be fair and equitable and be based on the following principles:

- (a) they should not form part of an employee's compensation; and
- (b) they should reflect any factors which affect the quiet enjoyment or the privacy of the occupant and thus the value of the accommodation.

6.2 Priorities

6.2.1 Where government housing is provided, subject to the criteria in the application section, departments shall maintain a priority list and allocate suitably sized vacant units in accordance with the following descending order of priorities:

- (a) employees, residing in government housing, requesting to move to a more suitable unit in the same pool as a result of changing household size, medical or other compelling reasons;
- (b) employees moving to the location and having no permanent accommodation at the location;
- (c) employees not residing in government housing at that location but having inadequate accommodation, requesting to move by reason of changing family circumstances, loss of previous accommodation or other reasons based on personal need; and
- (d) local residents, housing associations or organizations (these are charged the government lease rate and utilities for the unit on a month-to-month basis).

6.3 Rent

6.3.1 The rent to be paid for a unit will be calculated as follows:

Base shelter value (as provided by the contracted service provider) or phased in BSV (for units not yet at market rent)

LESS

adjustments and/or special reductions (per Sections 6.7 and 6.8, as applicable) =
SHELTER CHARGE

PLUS

fuel and utilities charges (per Section 6.14, as applicable) = RENT

6.3.2 **Employee couples – spouses or common-law partners:** For purposes of this section, when spouses or common-law partners are both federal employees, they shall sign and remit, to the employing department(s), a joint declaration indicating which of the two shall be charged the rent.

6.4 Allocation of Accommodation

6.4.1 **Housing Norm:** When providing government housing, departments shall allocate appropriate size dwellings on the premise of one bedroom for each household member, where available.

6.4.2 Departments have the responsibility of ensuring that the initial assignment of accommodation is appropriate. Employees will be given accommodation options, where practicable, on a first-come, first-served basis.

6.4.3 An employee residing in government housing who later requests and is provided with a different unit at the same location, will be responsible for the resulting removal costs.

6.4.4 Should the employer require that the employee move, the employing department shall absorb the relocation costs (including the move of household goods and effects, interim accommodation, meals and incidentals). Receipts are required for all expenses including meals, except in incidental expenses. The employee who refuses to move will be charged the full rent for the dwelling.

6.5 Occupancy Agreement

6.5.1 No formal landlord-tenant relationship exists between the government and employee-occupants of government-provided accommodation. However, departments and occupants should sign occupancy agreements so that mutual responsibilities are clearly understood. Appendix L provides a sample generic occupancy agreement and related terms and conditions. Departments are encouraged to utilize this document to ensure the uniform treatment of occupants. Additional clauses may be appended to these terms and conditions to reflect peculiar local requirements.

6.5.2 The Occupancy Agreement for Government Housing (Appendix L) shall apply equally to each occupant of the shared, self-contained accommodation.

6.5.3 Requirements for sharing should form part of the generic agreement for employee occupancy of government-provided accommodation, e.g. attachments to the agreement, in order to clarify responsibilities of individual occupants.

6.6 Base Shelter Value (BSV)

6.6.1 BSVs of self-contained accommodation are determined utilizing processes and analysis as may be necessary to ensure BSVs are fair and equitable throughout Canada:

(a) where a market can be identified locally, dwellings of similar size, type and condition; or

(b) where no viable market exists, dwellings of similar size, type and condition in the nearest location where a viable market exists, with appropriate local adjustments.

6.7 Rental Charge Adjustments

6.7.1 **Employee Without Dependents:** Where an employee without dependents is allocated a unit larger than the housing norm, the rent shall be 60% of shelter charge and utilities (full rent) for that dwelling. If a one-bedroom unit is available and the employee requests a larger unit, the full rent will be paid for that larger dwelling.

6.7.2 Employee With Dependants: There will be no adjustment when an employee with one or more dependants is assigned a unit that is smaller or larger than the housing norm.

6.7.3 Shared Self-contained Accommodation: It is not the intent of this provision to require an employee and dependant(s) to share self-contained accommodation with another employee.

6.7.4 For purposes of this section, when the employer requires two or more employees, who would normally live separately to share accommodation, their individual share of the BSV and utilities charges shall be prorated by the number of employee occupants (i.e. 2 employees - each share is 50% of total for unit; 3 employees - each share is 33.3% of total for unit).

6.7.5 When an employee without dependants shares self-contained accommodation with another employee, the 60% reduction referred to in subsection 6.7.1 shall not apply.

6.7.6 Loss of Privacy and Quiet Enjoyment: Departments shall apply a "Loss of Privacy and Quiet Enjoyment" adjustment when warranted. The adjustments for varying types and frequencies of intrusions are outlined in the following table. The maximum adjustment shall not exceed 50% of the BSV or phased-in BSV.

Intrusion Type	Frequency		
	High	Moderate	Low
Availability to the Public	30%	20%	10%
Public Use of Living Facilities	20%	13%	6%
Offensive Noise	20%	13%	6%

Frequency: The frequency of the occurrence of the intrusion should be judged as follows:

- high: on average, more than twice per week
- moderate: on average, more than twice per month
- low: on average, less than twice per week or month.

6.8 Special Reductions - Maintenance Problems

6.8.1 The shelter charge determined in the preceding sections may only be further reduced in the following circumstances:

- All parties will make every effort to correct problems as soon as possible. Where serious maintenance problems are not corrected within 30 days, the department may suspend all or part of the rent charge until the problems are corrected.
- The reduction of the shelter charge for maintenance problems should only be temporary and should only be made where damage to the accommodation was no fault of the occupant. For example, disruption of normal services, breakdown in sewer and water facilities, leaks, serious health and safety concerns, etc.

6.9 Rental Charges Ceiling

6.9.1 Provincial/territorial rent control legislation does not apply to the federal government. However, where the rent charge exceeds 25% of gross household income, the employee may apply to the department to have the rate reduced to this value. This application must be made within 20 working days of receipt of notification of the rental charge and must include the necessary details to substantiate the household income. Such request shall not be unreasonably denied.

6.9.2 This provision applies only in locations where no public housing is immediately available.

6.9.3 The actual household income data on the date of application shall be used and retroactive salary increases thereafter shall be ignored, until the next annual rent review.

6.10 Furnishings

6.10.1 Self-contained living accommodation is provided with furniture where it is cost-beneficial to the Crown. This should take into account the cost of moving an employee's furniture in and out of the location as compared to the cost of providing and maintaining the furniture at the posted location and paying the cost of storing the employee's furniture and effects. No additional charge will be imposed to the tenant for furnished living accommodation.

6.11 Residential Standards

6.11.1 The Crown must provide and maintain residential property in a state of repair that:

(a) complies with health, safety and housing standards, and

(b) having regard to the age, character and location of the rental unit, makes it suitable for occupancy.

6.11.2 Departments shall maintain existing government housing units to conform to the *National Building Code of Canada*.

6.12 Annual Review

6.12.1 Rental charges for government housing shall be reviewed and adjusted annually. The normal date for implementation of revised charges will be August 1 of each year.

6.12.2 Occupants shall be given three months notice of any change in rent as the result of the annual review and such changes shall not be applied retroactively. To meet the August 1 implementation date, occupants must be advised in writing no later than April 30th.

6.12.3 Occupants shall be given a three-month notice of any increase for reasons other than the annual review, and such changes shall not be applied retroactively. Decreases in charges for these reasons will be effective the day the occupant is so advised. All overpayments by the occupants will be adjusted retroactively to the date of error/change.

6.13 Residential Parking

6.13.1 Where covered residential parking (garage or carport) forms part of a single-family dwelling (detached, semi-detached or row house) and is located on the property, the charge for this facility will be included in the BSV. Where parking is provided separately (i.e. off the property) or is for occupants of apartments, a separate charge will be imposed, determined by the contracted service provider.

6.14 Fuel and Utility Charges

6.14.1 To the extent practicable, government housing shall be individually metered for utilities (heat, electricity and water) with the occupant paying consumption charges directly to the supplier (see Section 1.9). When it is not feasible to individually meter government-owned self-contained living accommodation, the Government of Canada is the supplier.

6.14.2 The occupant will be charged for utilities on the basis of living space at \$1.6548 per m² multiplied by the Consumer Price Index (CPI 2002 = 100) for utilities as established by Statistics Canada for January of each year.

6.14.3 Where all of the utilities are not provided, the charge to the occupant shall be a percentage of the amount calculated as follows:

- (a) 50 per cent for fuel,
- (b) 40 per cent for electricity, and
- (c) 10 per cent for water.

(See Appendix O for examples.)

6.14.4 Where government-owned living accommodation is not individually metered:

- (a) the department will pay to the supplier the actual costs incurred for utilities; and
- (b) will charge the occupant the formula rate indicated above.

6.14.5 This practice will continue until the units have been adequately retrofitted. Nevertheless, the occupant is responsible for ensuring that consumption is kept to a minimum consistent with environmental conditions and normal comfort levels.

Appendix A - Classification of Isolated Posts

February 1, 2020

Post	Environment Allowance	Living Cost Differential	Fuel & Utilities Differential
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Ahousat, BC	3	1	—
Aklavik, NT	4	10	30
Alert, NU	5	—	—
Alert Bay, BC	2	1	—
Anahim Lake, BC (incl. Anahim Lake I.S. no 799)	2	2	12 (01.10.18)
Arctic Bay/Ikpiarjuk, NU	5	16	15* (01.10.18)
Arviat, NU (formerly Eskimo Point)	4	7	30
Assumption, AB (see Hay Lake Reserve)			
Atlin, BC	2	1	15 (01.10.18)
Attawapiskat, ON	3	9	30
Baie Verte, NL	2	1	—
Baker Lake/Qamanit'uag, NU	4	8	30
Bartlett's Harbour, NL	3	—	7 (01.10.18)
Bay St. Lawrence, NS	1	—	—
Bearskin, ON	4	12	—
Beauval, SK	2	1	26* (01.10.18)
Beaver Creek Mile 1202, YT	3	4	23 (01.10.18)
Behchokò, NT (formerly Rae)	3	3	30
Belcher Islands, NU (see Sanikiluaq)			
Bella Bella, BC (incl. Bella Bella I.S. no 802)	3	3	—
Bella Coola, BC (includes Hagensborg)	2	2	—
Berens River, MB	3	7	11 (01.10.18)
Big Trout Lake, ON	4	9	30
Bird Cove, NL	3	—	7 (01.10.18)
Black Lake, SK	3	6	30
Black Tickle, NL	4	4	12 (01.10.18)
Blanc Sablon, QC	3	3	1* (01.10.18)
Bloodvein I.S. No. 504, MB	3	—	11 (01.10.18)
Bowsman, MB	3	—	—
Brig Bay, NL	3	—	7 (01.10.18)
Brochet, MB	4	9	30
Broughton Island, NU (see Qikiqtarjuaq)			
Buffalo Narrows, SK	2	2	18* (01.10.18)
Burgeo, NL	1	—	—

Burin, NL	1	—	—
Burnt Islands, NL	2	—	—
Cambridge Bay/Iqaluktuuttiaq, NU	5	10	30
Canoe Lake, SK	2	1	—
Cape Dorset/Kinngait, NU	4	12	12* (01.10.18)
Carcross, YT (incl Tagish)	2	1	15 (01.10.18)
Carmacks, YT	2	1	20 (01.10.18)
Cartwright, NL	4	4	11 (01.10.18)
Cat Lake, ON	3	9	—
Channel Port aux Basques, NL	1	—	—
Charlottetown, NL	4	0	11 (01.10.18)
Chemawawin, MB (incl. Easterville)	3	2	10 (01.10.18)
Chesterfield Inlet, NU	5	12	30
Chevery, QC	3	3	—
Chisasibi, QC (formerly Fort George)	3	3	0
Churchill, MB	4	8	18 (01.10.18)
Clyde River/Kangiqtugaapik, NU	5	16	14* (01.10.18)
Conne River, NL	3	1	—
Coppermine, NU (see Kugluktuk)			
Coral Harbour/Salliq, NU	5	14	30
Cow Head, NL	3	—	—
Cranberry Portage, MB	3	—	11 (01.10.18)
Cross Lake, MB	3	—	12 (01.10.18)
Cumberland House, SK	2	1	16
Dawson, YT	3	3	22 (01.10.18)
Dease Lake, BC	2	3	18
Deer Lake, ON	3	11	30
Deline, NT (formerly Fort Franklin)	4	13	30
Deschambault Lake, SK	2	1	—
Desmarais, AB (incl. Wabasca)	1	1	4
Destruction Bay, YT (incl. Sheep Mountain, Mile 1083 (Burwash))	2	2	20 (01.10.18)
Dillon, SK (incl. Peter Pond I.S. 649)	3	3	23* (01.10.18)
Easterville, MB (see Chemawawin)			
Ethelbert, MB	2	—	9 (01.10.18)

Eureka, NU	5	16	—
Faro, YT	3	2	18 (01.10.18)
Fermont, QC	3	2	3* (01.10.18)
Flin Flon, MB/Creighton, SK	1	1	13 (01.10.18)
Flowers Cove, St. Barbe District, NL	3	—	8 (01.10.18)
Fogo Island, NL	2	1	—
Fond du Lac, SK	3	7	30
Fort Albany, ON	3	9	30
Fort Chipewyan, AB	3	5	30
Fort Good Hope, NT	4	13	30
Fort Hope, ON	3	9	—
Fort Liard, NT	3	4	30
Fort McPherson, NT	4	10	30
Fort Nelson, BC	1	2	0
Fort Norman, NT (see Tulit'a)			
Fort Providence, NT	3	5	30
Fort Resolution, NT	3	8	30
Fort Severn, ON	4	13	—
Fort Simpson, NT	3	6	30
Fort Smith, NT	2	4	30
Fort Vermilion, AB	2	1	8 (01.10.18)
Fort Ware, BC	3	6	—
Forteau, NL	3	1	8 (01.10.18)
Fox Lake Reserve, AB	3	5	27* (01.10.18)
Fraser, BC	3	2	—
Garden Hill, I.S., Island Lake, MB	3	6	12 (01.10.18)
Garden River (Garden Creek), AB	3	2	28* (01.10.18)
Gillam, MB	4	2	15 (01.10.18)
Gjoa Haven/Uqsuquqtuuq, NU	5	12	30
God's Lake Narrows, MB	4	5	12 (01.10.18)
God's River, MB	4	6	10 (01.10.18)
Goodsoil, SK	3	1	0* (01.10.18)
Goose Bay/Happy Valley, NL	3	1	0
Grand Bank, NL (incl. Fortune)	1	0	4 (01.10.18)

Grand Rapids, MB	3	—	10 (01.10.18)
Green Lake, SK	3	—	22* (01.10.18)
Grise Fiord/Aujuittuq, NU	5	16	15* (01.10.18)
Haines Junction, YT	2	2	17 (01.10.18)
Hall Beach/Sanirajak, NU	5	12	14* (01.10.18)
Harbour Breton, NL	2	—	—
Harrington Harbour, QC	4	3	—
Hartley Bay/Kulkayu, BC	3	3	—
Havre St. Pierre, QC	2	1	—
Hay Lake Reserve, AB (incl. Assumption)	3	2	4
Hay River (Enterprise), NT	2	3	30
Head of Bay d'Espoir, NL	2	1	—
Hermitage, NL	2	—	—
High Level, AB	2	1	6
Holman Island, NT (see Ulukhaktok)			
Hopedale, NL	4	7	14 (01.10.18)
Hudson Bay, SK	2	—	0* (01.10.18)
Igloolik, NU	5	12	14* (01.10.18)
Île-à-la-Crosse, SK	2	2	16* (01.10.18)
Îles de la Madeleine, QC (includes Cap-aux-Meules, L'Étang du Nord, Fatima, Havre Aubert, Havre aux Maisons, Île d'Entrée)	1	0	—
Ilford, MB	4	5	—
Inukjuak, QC (formerly Inoucdjouac)	4	9	9* (01.10.18)
Inuvik, NT	4	7	30
Iqaluit, NU (formerly Frobisher Bay)	4	11	9* (01.10.18)
John d'Or Prairie Reserve, AB	2	1	27* (01.10.18)
Kangiqsujuaq, QC	4	11	10* (01.10.18)
Kasabonika, ON	4	11	—
Kashechewan Indian Reserve, ON	4	9	30
Kee-Way-Win Indian Reserve, ON	4	12	26* (01.10.18)
Kegaska, QC	4	2	—
Kimirut, NU (formerly Lake Harbour)	5	12	12* (01.10.18)
Kitkatla, BC	3	1	—
Klemtu, BC	3	3	—

Kugaaruk, NU (formerly Pelly Bay)	5	15	15* (01.10.18)
Kugluktuk/Qurluqtuq, NU (formerly Coppermine)	4	11	30
Kuuujuaq, QC (formerly Fort Chimo)	4	11	11* (01.10.18)
Kyuquot, BC	3	2	—
L'Anse-au-Loup, NL	3	1	9 (01.10.18)
L'Anse-aux-Meadows, NL	4	—	7 (01.10.18)
La Loche, SK	2	2	14* (01.10.18)
La Ronge, SK	1	—	0* (01.10.18)
Labrador City, NL	3	2	—
Lac Brochet, MB	4	9	30
Lake Harbour, NU (see Kimmirut)			
Lansdowne House, ON	3	11	27 (01.10.18)
Lax Kw'alaams, BC (formerly Port Simpson)	2	2	—
Leaf Rapids, MB	4	—	15 (01.10.18)
Little Gold, YT	4	3	—
Little Grand Rapids Reserve, MB	3	8	11 (01.10.18)
Loon Lake, AB	2	1	18* (01.10.18)
Lutselk'e, NT (formerly Snowdrift)	4	9	30
Lynn Lake, MB	4	2	15 (01.10.18)
Makkovik, NL	4	7	14 (01.10.18)
Mary's Harbour, NL	4	0	11 (01.10.18)
Masset, BC	3	2	—
Mayo, YT	3	4	21 (01.10.18)
Mistissini, QC	2	—	—
Moose Factory, ON	3	2	24 (01.10.18)
Moose Lake, MB	3	2	10
Muskrat Dam Indian Reserve, ON	4	10	27 (01.10.18)
Nahanni Butte, NT	4	7	30
Nain, NL	4	7	15 (01.10.18)
Natuashish, NL	4	7	15 (01.10.18)
New Osnaburgh, ON (incl. Pickle Lake)	3	3	23 (01.10.18)
New Richmond, QC (incl. New Richmond Station)	2	—	—
New-Wes-Valley, NL	2	1	—
Norman Wells, NT	4	10	30

North Spirit Lake Indian Reserve, ON	3	11	22* (01.10.18)
North West River (incl. Sheshashiu), NL	4	1	0* (01.10.18)
Norway House, MB	3	1	12 (01.10.18)
Ogoki, ON	3	9	—
Old Crow, YT	4	13	30
Oxford House, MB	4	7	12 (01.10.18)
Pallant Creek, BC	3	2	—
Pangnirtung/Pangnituq, NU	4	16	12* (01.10.18)
Patuanak Indian Reserve, SK	3	3	27* (01.10.18)
Pauingassi, I.S., MB	3	8	11 (01.10.18)
Paulatuk, NT	5	16	30
Peawanuck, ON (formerly Winisk)	4	12	30
Pelee Island, ON	3	1	—
Pelican Narrows, SK	2	2	26* (01.10.18)
Pelly Bay, NU (see Kugaaruk)			
Pelly Crossing, YT	3	3	20 (01.10.18)
Pierceland, SK	2	1	0* (01.10.18)
Pikangikum, ON	3	8	30 (01.10.18)
Pinehouse, SK	2	1	25* (01.10.18)
Pleasant Camp, BC	3	4	—
Plum Point, NL	3	—	7 (01.10.18)
Pond Inlet/Mittimatalik, NU	5	13	15* (01.10.18)
Pools Cove, NL	3	—	—
Poplar Hill Indian Reserve, ON	3	11	30 (01.10.18)
Poplar River Reserve, Negginan, MB	3	9	11 (01.10.18)
Port Alice, BC	2	1	—
Port aux Choix, NL	3	—	7 (01.10.18)
Port Hardy, BC	1	—	—
Port Hope Simpson, NL	4	0	11 (01.10.18)
Port McNeill, BC	1	—	—
Port Saunders, NL	3	—	—
Port Simpson, BC (see Lax Kw'alaams)			
Pukatawagan, MB	4	5	12
Puvirnituk, QC	4	9	10* (01.10.18)

Qikiqtarjuaq, NU (formerly Broughton Island)	5	16	14* (01.10.18)
Quaqtaq, QC (formerly Koartak)	4	13	11* (01.10.18)
Queen Charlotte, BC	3	2	—
Rae, NT (see Behchokò)			
Rainy River, ON	3	1	—
Rankin Inlet/Kangiqiniq, NU	4	8	30
Red Bay, NL	4	2	9 (01.10.18)
Red Earth Creek, AB	2	1	18* (01.10.18)
Red Earth Reserve, SK	3	—	22* (01.10.18)
Red Sucker Lake, MB	4	9	12 (01.10.18)
Redstone Flat I.R., BC	1	1	10 (01.10.18)
Repulse Bay, NU	5	12	12* (01.10.18)
Resolute/Qausuittuq, NU	5	16	15* (01.10.18)
Rigolet/Kikiak, NL	4	4	12 (01.10.18)
Roddickton, NL	3	—	7 (01.10.18)
Rose Blanche, NL	2	—	—
Ross River, YT	3	3	18 (01.10.18)
Sable Island, NS	4	—	—
Sachigo Lake, ON	4	9	28 (01.10.18)
Sachs Harbour, NT	5	16	30
St. Anthony, NL (incl. St. Anthony Est)	3	—	7 (01.10.18)
St. Lawrence, NL	1	0	—
St. Lewis, NL (formerly Fox Harbour)	4	0	11 (01.10.18)
Ste. Barbe, NL	3	—	5 (01.10.18)
Ste. Thérèse Point, MB	3	8	12 (01.10.18)
Salluit, QC (formerly Sugluk)	4	11	10* (01.10.18)
Sandspit, BC	3	2	—
Sandy Bay, SK	3	2	26* (01.10.18)
Sandy Lake, ON	3	10	30 (01.10.18)
Sanikiluaq, NU (formerly Belcher Islands)	5	13	9* (01.10.18)
Shamattawa, MB	4	8	30
Shoal Lake, SK	3	—	15
Shoal Lake Res., #40, ON	4	1	13* (01.10.18)
Shoal River/Pelican Rapids, MB	2	4	10 (01.10.18)

Sioux Lookout, ON	1	1	19 (01.10.18)
Snow Lake, MB	3	2	11
Sointula, BC	2	1	—
South Indian Lake, MB	4	4	—
Southend, Reindeer Lake, SK	3	2	—
Stanley Mission, SK	2	—	27* (01.10.18)
Stewart, BC	3	1	10 (01.10.18)
Stony Rapids, SK	3	6	30
Summer Beaver, ON	4	9	15* (01.10.18)
Swan River, MB	2	—	9
Tadoule Lake, MB	4	10	30
Takla Landing, BC	2	3	—
Tall Cree #173 & #173A, AB	3	2	30
Taloyoak, NU (formerly Spence Bay)	5	14	30
Telegraph Creek, BC	2	4	18
Teslin, YT	2	2	16 (01.10.18)
Toad River, BC	3	2	15
Tsay Keh, BC	3	6	9 (01.10.18)
Tsiighetchic, NT (formerly Arctic Red River)	4	11	30
Tuktoyaktuk, NT	5	10	30
Tulit'a, NT (formerly Fort Norman)	4	12	30
Turnor Lake, SK	3	2	22* (01.10.18)
Ulukhaktok, NT (formerly Holman Island)	5	16	30
Wabasca, AB (see Desmarais)			
Wabush, NL	3	2	—
Wassagomach, MB	4	8	12 (01.10.18)
Waterhen Lake, SK	2	1	—
Watson Lake, YT	2	3	19 (01.10.18)
Weagamow Lake, ON (formerly Round Lake)	4	9	30
Webequie, ON	4	9	30
West St.-Modeste, NL	3	1	4
Wha Ti, NT (formerly Lac la Martre)	4	8	30
Whale Cove, NU	5	13	30
Whitehorse, YT	1	—	15 (01.10.18)

Winnipegosis, MB	2	—	9 (01.10.18)
Wollaston Lake, SK	4	6	—
Wunnumin Lake, ON	4	9	27
Yellowknife, NT	1	2	30
York Landing, MB	4	5	15 (01.10.18)

* Employee must be notified in writing.

Appendix B — Environment Allowance

Rate of allowance - Effective date 01.08.19

Classification of post for environment allowance	Salaried employees		Hourly rate employees	
	Employee with dependants \$ Per year	Employee without dependants \$ Per year	Employee with dependants \$ Per hour	Employee without dependants \$ Per hour
1	3,228	1,937	1.55	0.93
2	4,050	2,430	1.94	1.16
3	6,063	3,638	2.91	1.74
4	8,320	4,992	3.99	2.39
5	11,592	6,955	5.55	3.33

The hourly rates listed above are applicable to those employees whose scheduled hours of work are 40 per week.

For those employees whose scheduled hours of work are other than 40 per week, the hourly rate shall be determined by dividing the annual rate listed above by 52.176 and then dividing the result by the scheduled weekly hours of work for a full-time employee, as indicated in the relevant collective agreement or compensation plan.

Appendix C — Living Cost Differential

Basket of Goods and Services

Rate of allowance - Effective date 01.08.19		
	Salaried employees	Hourly rate employees

Classification of post for living cost differential	Employee with dependants \$ Per year	Employee without dependants \$ Per year	Employee with dependants \$ Per hour	Employee without dependants \$ Per hour
1	5,473	3,284	2.62	1.57
2	7,037	4,222	3.37	2.02
3	8,601	5,161	4.12	2.47
4	10,165	6,099	4.87	2.92
5	11,729	7,037	5.62	3.37
6	13,293	7,976	6.37	3.82
7	14,857	8,914	7.12	4.27
8	16,420	9,852	7.87	4.72
9	17,984	10,791	8.62	5.17
10	19,548	11,729	9.37	5.62
11	21,112	12,667	10.12	6.07
12	22,676	13,605	10.87	6.52
13	24,240	14,544	11.61	6.97
14	25,804	15,482	12.36	7.42
15	27,367	16,420	13.11	7.87
16	28,149	16,890	13.49	8.09

The hourly rates listed above are applicable to those employees whose scheduled hours of work are 40 per week.

For those employees whose scheduled hours of work are other than 40 per week, the hourly rate shall be determined by dividing the annual rate listed above by 52.176 and then dividing the result by the scheduled weekly hours of work for a full-time employee, as indicated in the relevant collective agreement or compensation plan.

Reduced Rates — Living Cost Differential Basket of Goods and Services

See Section 1.8.2

Rate of allowance - Effective date 01.08.19				
Classification of post for living cost differential	Salaried employees		Hourly rate employees	
	Employee with dependants \$ Per year	Employee without dependants \$ Per year	Employee with dependants \$ Per hour	Employee without dependants \$ Per hour

1	3,831	1,916	1.84	0.92
2	4,926	2,463	2.36	1.18
3	6,021	3,010	2.88	1.44
4	7,116	3,558	3.41	1.70
5	8,210	4,105	3.93	1.97
6	9,305	4,652	4.46	2.23
7	10,400	5,200	4.98	2.49
8	11,494	5,747	5.51	2.75
9	12,589	6,294	6.03	3.02
10	13,684	6,842	6.56	3.28
11	14,778	7,389	7.08	3.54
12	15,873	7,937	7.61	3.80
13	16,968	8,484	8.13	4.07
14	18,062	9,031	8.65	4.33
15	19,157	9,579	9.18	4.59
16	19,705	9,852	9.44	4.72

Appendix D - Fuel and Utilities Differential

Classification of Post for Fuel and Utilities Differential	Rate of Allowance			
	Salaried Employees		Hourly Rate Employees	
	Employee with dependants \$ Per Year	Employee without dependants \$ Per Year	Employee with dependants \$ Per Hour	Employee without dependants \$ Per Hour
1	125	75	.06	.04
2	375	225	.18	.11
3	625	375	.30	.18
4	875	525	.42	.25
5	1,125	675	.54	.32
6	1,375	825	.66	.40
7	1,625	975	.78	.47
8	1,875	1,125	.90	.54
9	2,125	1,275	1.02	.61
10	2,375	1,425	1.14	.68

11	2,625	1,575	1.26	.76
12	2,875	1,725	1.38	.83
13	3,125	1,875	1.50	.90
14	3,375	2,025	1.62	.97
15	3,625	2,175	1.74	1.04
16	3,875	2,325	1.86	1.12
17	4,125	2,475	1.98	1.19
18	4,375	2,625	2.10	1.26
19	4,625	2,775	2.22	1.33
20	4,875	2,925	2.34	1.40
21	5,125	3,075	2.46	1.48
22	5,375	3,225	2.58	1.55
23	5,625	3,375	2.70	1.62
24	5,875	3,525	2.82	1.69
25	6,125	3,675	2.93	1.76
26	6,375	3,825	3.05	1.83
27	6,625	3,975	3.17	1.90
28	6,875	4,125	3.29	1.97
29	7,125	4,275	3.41	2.05
30	7,375	4,425	3.53	2.12

The hourly rates listed above are applicable to those employees whose scheduled hours of work are 40 per week.

For those employees whose scheduled hours of work are other than 40 per week, the hourly rate shall be determined by dividing the annual rate listed above by 52.176 and then dividing the result by the scheduled weekly hours of work for a full-time employee, as indicated in the relevant collective agreement or compensations plan.

Appendix E - Application to Ships' Officers and Ships' Crews

Definitions

Eligible SOs and SCs (*SO et SC admissibles*) means ships' officers and ships' crews who:

- (a) are assigned to a vessel, the home port of which is an isolated post, and
- (b) maintain and reside, during their non-working hours, in a residence at the home port, at any other isolated post or at a location which would qualify as an isolated post.

Home port (*port d'attache*) means the same as defined in the appropriate governing authority.

SCs (*équipages de navires*) means ships' crews.

SOs (*officers de navires*) means ships' officers.

Criteria for employee without dependants or employee with dependants rates

Eligible SOs and SCs shall, subject to this appendix, be eligible for the allowances and benefits of the directive at the rates and entitlements established for the home port and shall be considered

- (a) employee without dependants, if they have no dependants residing with them at the home port,
- (b) employee without dependants, if they reside at another isolated post or at a location that would qualify as an isolated post, or
- (c) employee with dependants, if they have dependants residing with them at the home port.

Limitations to rates and entitlements

The living costs differential shall be calculated as follows:

- (a) for employee without dependants status, 35 per cent of the employee with dependants rate for the period they are supplied with meals or an allowance in lieu, and 100 per cent of the employee without dependants rate for the period they are not supplied with meals or an allowance in lieu, or
- (b) for employees with dependants status, 70 per cent of the employee with dependants rate for the period they are supplied with meals or an allowance in lieu, and 100 per cent of the employee with dependants rate for the period they are not supplied with meals or an allowance in lieu.

Notes

When possible and subject to periodic adjustments as a result of changes to the levels or rates, an average annual rate may be calculated, based on the above, for the payment of the living costs differential and employees may be paid the same bi-weekly rate during the fiscal year. If the employees leave the home port or the public service during the fiscal year, the living cost differential payable for the period they were at the home port will be recalculated and the necessary adjustments will be made.

The environment allowance, fuel and utilities differential and other entitlements of the directive shall be paid and administered in the same manner as for any other employees at the home port, except that the maximum benefits payable for those eligible SOs and SCs who do not

reside at the home port are those payable to eligible SOs and SCs located at the home port.

The maximum allowable expenses, pursuant to Sections 3.1, 3.2, 3.3, and 3.4, for eligible SOs and SCs who reside and travel from isolated posts other than their home port, shall be the lesser of the maximum allowable expenses for travelling from the isolated post where they reside and the maximum allowable expenses that would have been allowed had they travelled from the home port.

The amount of relocation expenses that may be reimbursed to eligible SOs and SCs pursuant to Parts IV and V of the directive shall be the amount of relocation expenses incurred in relocation from the isolated posts where they reside or the relocation expenses that would have been incurred had they relocated from the home port, whichever is the lesser.

Appendix F — Posts Subject to Special Conditions for Separation Expense

See Section 1.12 (revised April 15, 2009)

Alert, NU

Clyde River, NU

Coral Harbour, NU

Eureka, NU

Hall Beach, NU

Resolute, NU

Appendix G — Special Locations

February 1, 2020

See Section 1.11.1

Post	Living Cost Differential	Fuel & Utilities Differential
Armstrong, ON	1	22 (01.10.18)
Atikameg, AB	1	30
Faust, AB	1	3* (01.10.18)
Geraldton, ON	1	22 (01.10.18)
Grande Cache, AB	1	3* (01.10.18)
Gull Bay, ON	1	22 (01.10.18)
Heron Bay, ON	1	21 (01.10.18)

High Prairie, AB	1	1* (01.10.18)
Little Buffalo, AB	2	21* (01.10.18)
Loon Lake, SK	—	0* (01.10.18)
Manning, AB	1	3* (01.10.18)
Marathon, ON	1	21 (01.10.18)
McLennan, AB	1	1* (01.10.18)
Nelson House, MB	2	14 (01.10.18)
Porcupine Plain, SK	—	0* (01.10.18)
Seine River, ON	—	18* (01.10.18)
Split Lake, MB	4	15 (01.10.18)
The Pas, MB (incl. Opaskwayak Cree Nation, MB)	—	11 (01.10.18)
Wabowden, MB	—	12 (01.10.18)

* Employee must be notified in writing.

Appendix H - Criteria for Determining Levels

1. Environment Allowance (EA)

This allowance becomes payable when a post has satisfied those criteria governing its eligibility to be considered isolated under Sections 2.3 to 2.5 inclusive of this directive. The EA is assessed on the basis of population, climate and access. Points are allocated for various degrees of these factors as shown below. Subject to subsection 1.14.2, the payment of this allowance is a basic prerequisite to all other provisions of this directive, except the Special Location Allowance, which is outlined in Section 5 of this appendix.

Population factor

Population	Points
1 – 24	70
25 – 99	50
100 – 499	40
500 – 999	35
1,000 – 1,999	30
2,000 – 4,999	25
5,000 – 7,499	15
7,500 – 9,999	5
10,000 or more	0

Climate factor

Points 10 - 100

The features of this factor are the degree of wind-chill, the length of the period of darkness, annual precipitation and temperature variations. This factor is assessed from a climatological index map (prepared by the Climatological Division – Meteorological Branch – Department of Transport – Canada – 1969).

Climate Index	Points
80	100
75	95
70	90
65	85
60	80
55	75
50	60
45	55
40	50
35	35
30	30
25	25
20	20
15	15
10	10

Access factor

Accessibility criteria are applied in the assessment of locations. Recognition is applied to two situations: "posts with no all-weather road access" and "posts with all-weather road access". Points are awarded as follows:

Posts with no all-weather road access

	Points
No all-weather road (automatically assigned) and, additional points allocated as follows	15
No scheduled air or rail passenger services; or	15
Scheduled service 1 to 3 days per week; or	10
Scheduled service more than 3 days per week.	5
Maximum points possible	30

Posts with all-weather road access

	Points
Over 803 kilometres from a population centre more than 15,000; or	15
483 to 803 kilometres from a population centre more than 15,000; or	10
402 to 482 kilometres from a population centre more than 15,000; or	5
Less than 402 kilometres from a population centre more than 15,000.	0
Maximum points possible	15

Classification level

The point values as determined by the above factors are totaled to calculate the appropriate EA classification level:

Level of Post	Point Range
Does not qualify	0 – 44
1	45 – 54
2	55 – 69
3	70 – 99
4	100 – 134
5	135 or higher

The dollar amounts of EA are determined by referring the appropriate classification level of the post to Appendix B of this directive.

Using the criteria outlined in Part II and Appendix H of this Directive; Statistics Canada will review the EA level of a post during LCD survey visits and report discrepancies to the Treasury Board Secretariat.

Note: the classification levels have now been placed in an ascending order.

2. Living Cost Differential (LCD) Allowance

An LCD may be authorized at certain isolated posts where abnormally high prices prevail for food (purchased from stores and restaurants), household supplies and operations, household/tenant insurance premiums, transportation expenses, personal care supplies and services, pharmaceutical products (excluding prescribed drugs), entertainment supplies, rental of cablevision/satellite services, reading materials, tobacco and alcoholic beverages. This allowance for the isolated post becomes effective when the price of these goods and services, as measured by Statistics Canada, reaches an index level of 115 or higher in relation to an index of 100 at the point of comparison.

When Statistics Canada is unable to measure the LCD index by reason of the lack of response to surveys by employees, the National Joint Council, on the recommendation of the Isolated Posts and Government Housing Committee, may recommend the reduction or deletion of the applicable LCD index.

The rate of the allowance is related to the expenditures of Canadian families of 2 or more, on the approved basket of goods and services, as reported by Statistics Canada annually.

There are 16 LCD levels, which reflect 5-point ranges, and the following table illustrates the LCD classification levels applicable to the various index differential ranges. A price index at any point within a given range is measured from the mid-point of that range.

Price Index Differential Ranges	Post Classification
115-119	1
120-124	2
125-129	3
130-134	4
135-139	5
140-144	6
145-149	7
150-154	8
155-159	9
160-164	10
165-169	11
170-174	12
175-179	13
180-184	14
185-189	15
190	16

The dollar amounts of the LCD are determined by referring the appropriate classification levels of the post to Appendix C of this directive.

Points of Comparison

Living Cost Differential indexes express the relationship, at a given point in time, between retail prices for an approved basket of goods and services at isolated posts in areas of Canada and the prices in one of the points of comparison as follows:

St. John's, NL:	Newfoundland and Labrador
Montreal, QC:	Gaspé Peninsula (QC)
	Îles de la Madeleine (QC)
	North Shore of Quebec
	Hudson/James Bay (QC)
	Nunavut (Baffin) & Ungava Bay
	Labrador City, NL

	Wabush, NL
Toronto, ON:	James Bay, ON
	Peawanuck, ON
	Pelee Island, ON
	Seine River, ON
Winnipeg, MB:	Manitoba
	Northwestern Ontario
	Nunavut (Kivillaq)
Saskatoon, SK:	Saskatchewan, SK
Edmonton, AB:	Alberta
	Northwest Territories
	Cambridge Bay, NU
	Gjoa Haven, NU
	Kugluktuk, NU
	Taloyoak, NU
	Fort Nelson, BC
	Toad River, BC
Vancouver, BC:	British Columbia
	Yukon

3. Fuel and Utilities Differential (F&UD) Allowance

An F&UD shall only be paid at designated isolated posts where the following conditions are met:

- (a) employees are required to pay for one or both of the actual fuel or utilities consumption directly to the supplier(s) or indirectly through an identifiable portion of their rent, and
 - (i) the isolated post experiences 6,000 Celsius degree-days or more annually; or
 - (ii) the cost of F&UD is at least 15 per cent greater than the base city average cost.

The differential paid, determined by referring the appropriate classification level of the post to Appendix D of this directive, is based on the differential between the National Composite Billing cost for fuel and utilities plus 15 per cent, and the calculated F&UD cost at the isolated post.

4. Shelter Cost Differential (SCD) allowance

An SCD is payable to employees in private accommodation and in government housing at qualifying isolated posts to help offset the higher shelter charges experienced there, at the rates set out in Appendix K-1 and K-2.

5. Special location allowance

Locations will be added to Appendix G when:

- (a) a post is deleted from Appendix A and it qualified for an LCD or an F&UD at the time it was deleted, or
- (b) a location is 129 km or more from a location having a population of 10,000 or more, is 257 km or more from a location having a population of 50,000 or more, received 45 points or more in accordance with Section 1 of this appendix and qualifies for a living cost and/or an F&UD.

The aggregate amount of the allowance will be the sum of the appropriate rates of the LCD and the F&UD.

When the location no longer meets the criteria for the LCD and the F&UD outlined in this appendix it will be deleted from Appendix G.

Appendix I — Meals or Rations

Effective date: 01.08.2019

When employees and their dependants (if any) are provided with meals or rations by or on behalf of the employer, they shall be charged:

- (a) \$577.45 per month per person aged 12 years and over for rations

or

- (b) \$577.45 per month per person aged 12 years and over for meals

and

- (c) one-half of the rates referred to in paragraph (a) or (b) per person under the age of 12 years.

* Further detailed information on these charges is provided in Section 1.15 of the Isolated Posts and Government Housing Directive.

Appendix J - Relocation Upon End of Employment (see Part V)

REASON FOR TERMINATION OF EMPLOYMENT	TIME AT POST(S)	RELOCATION EXPENSES REIMBURSED	NO ENTITLEMENT

		Trans- portation and travelling expenses to point of departure for employee	Trans- portation and travelling expenses to point of departure for employee and dependants	Relocation to point of departure of household and personal effects, PMV, RV, trans- portation and travelling expenses for employee and dependants, up to 6 days' interim accomm- odation	Relocation to normal place of residence of household and personal effects, PMV, RV, trans- portation and travelling expenses for employee and dependants, up to 15 days in interim accomm- odation	
Retirement, Disability, Non- Disciplinary Termination	< 5 years			X		
Retirement, Disability, Workforce Adjustment, Non- Disciplinary Termination	5 or more years				X	
Resignation	< 1 year					X
Resignation	1 year or more			X		
Completed Specified Period Appointment	< 3 months	X				

Completed Specified Period Appointment	3 months to < 1 year		X			
Completed Specified Period Appointment	1 to 5 years			X		
Disciplinary Termination (Sec. 12.(1)(c) of FAA)	< 5 years					X
Disciplinary Termination (Sec. 12.(1)(c) of FAA)	5 or more years			X		
Rejected on probation						X

Appendix K-1 — Shelter Cost Differential (SCD) — Qualifying Locations — Private Accommodation

Shelter Cost Differential National Threshold for 2019 = \$1,365.

The Shelter Cost Differential National Threshold is the national average rent for a 3-bedroom detached bungalow at the Points of Departure, as determined annually by CMHC.

Rate of allowance - Effective date 01.08.19

Isolated Post location	Employee Rate \$ Per year	Employee Rate \$ Per hour
Inuvik, NT	6,008	2.88
Iqaluit, NU	6,171	2.96
Norman Wells, NT	66	0.03
Whitehorse, YT	196	0.09
Yellowknife, NT	7,791	3.73

The hourly rates listed above are applicable to those employees whose scheduled hours of work are 40 per week.

For those employees whose scheduled hours of work are other than 40 per week, the hourly rate shall be determined by dividing the annual rate listed above by 52.176 and then dividing the result by the scheduled weekly hours of work for a full-time employee, as indicated in the

relevant collective agreement or compensation plan.

Employees with or without dependants residing in private accommodation at the qualifying posts noted above will receive the Shelter Cost Differential (SCD) at the rate indicated.

* Employee must be notified in writing.

Appendix K-2 — Shelter Cost Differential (SCD) — Qualifying Locations — Government Housing

Shelter Cost Differential National Threshold for 2019 = \$1,365.

The Shelter Cost Differential National Threshold is the national average rent for a 3-bedroom detached bungalow at the Points of Departure, as determined annually by CMHC.

Rate of allowance - Effective date 01.08.19

Isolated Post location	Salaried employees		Hourly rate employees	
	Employee with dependants \$ Per year	Employee without dependants \$ Per year	Employee with dependants \$ Per hour	Employee without dependants \$ Per hour
Inuvik, NT	800	480	0.38	0.23
Iqaluit, NU	7,555	4,533	3.62	2.17
Yellowknife, NT	8,364	5,019	4.01	2.40

The hourly rates listed above are applicable to those employees whose scheduled hours of work are 40 per week.

For those employees whose scheduled hours of work are other than 40 per week, the hourly rate shall be determined by dividing the annual rate listed above by 52.176 and then dividing the result by the scheduled weekly hours of work for a full-time employee, as indicated in the relevant collective agreement or compensation plan.

* Employee must be notified in writing.

Appendix L - Occupancy Agreement for Government-owned Accommodations

I, _____, hereby offer to rent _____ (hereinafter called the premises) from the Government, on the following terms and conditions:

- (1) The rental period is to commence on the _____ day of _____, _____ and will terminate 30 days after written notice of the termination has been given by either party, except that the employing department may waive this requirement where, for operational reasons, a move on lesser notice is required.
- (2) The employee's department shall ensure that each employee occupying Government Housing is provided with access to or a copy of the Isolated Post and Government Housing Directive.
- (3) It is a condition of this agreement that the occupant be an employee and remain so during the entire period of this agreement.
- (4) The occupant shall pay for the rent, by monthly payroll deduction or by other means in exceptional circumstances, in amounts which are prescribed by the Isolated Post and Government Housing Directive, as amended from time to time. The employer shall provide three months written notice of changes in the rent (as per section 6.12.3).
- (5) Where Government-owned furniture and equipment is supplied, an inventory thereof will be listed and attached to this agreement and signed by the occupant after having received and inspected the same. The furniture shall remain on the premises and the occupant shall pay to the Government, through deductions from salary or other monies payable to the occupant by the Government, the cost of repairing or replacing any such furniture damaged, lost or stolen during the period of occupancy, fair wear and tear excepted.
- (6) The premises are to be in good repair on possession, except for those deficiencies listed on the premises condition inspection report. During the rental period the Government will make repairs as necessary to the main fabric of the dwelling (i.e., permanent elements of the building, including approaches, external landscaping, entrances and exits, those parts commonly used by more than one occupant, those parts normally available to the public and all technical areas associated with the property management and functions). Other repairs to keep the premises in good condition, fair wear and tear excepted, will be made by the occupant. A premises condition inspection certificate shall be signed by both the occupant and a duly authorized officer of the Government on initial occupancy and when the premises are vacated.
- (7) A duly authorized officer of the Government may, during the rental period, on a minimum of 24 hours' advance notification, except in situations of emergency, enter the premises

for the purpose of inspecting its state of repair and cleanliness and to have maintenance work done. The officer or government representative may order necessary repairs to be made due to any act or neglect of the occupant. In the case of pool housing supplied by PWGSC, the employing department will reimburse PWGSC for the cost of repairs. The occupant shall reimburse the employing department through deductions from salary or other monies payable to the occupant by the Government, for the cost of making any such repairs, other than repairs to the fabric of the dwelling.

- (8) The occupant shall report promptly all leaky faucets, toilets and other deficiencies or damage. Failure to do so shall be the occupant's financial responsibility. Plumbing blockages resulting from the occupant's negligence are also the occupant's financial responsibility.
- (9) The occupant shall use and occupy the rented premises as a private dwelling only, and shall not carry on or permit to be carried on therein any trade or business unless otherwise authorized in writing by the employing department, and in the case of pool housing the employing department in conjunction with PWGSC. Further, the occupant shall not sublet or assign the premises.
- (10) The occupant may keep certain pets on the rented premises. However the Government may limit the kind and number of such pets or prohibit them entirely.
- (11) The occupant shall indemnify and save the Government harmless from all liabilities, fines, suits, claims, demands and actions of any kind or nature for which the Government shall or may become liable and suffer by reason of any breach, violation or non-performance by the occupant of any term or provision herein or by reason of any death or injury resulting from, occasioned to or suffered by any person or any property by reason of any act, neglect or default on the occupant's part of any member of the occupants family or household or guests. Notwithstanding anything in this agreement to the contrary such indemnification in respect of any such breach, violation or non- performance, damage to property, injury or death occurring during the term of the rental period shall survive the termination of the rental period.
- (12) The occupant is fully responsible for damage to or loss of personal effects while occupying Government Housing and as such the occupant is responsible to carry the appropriate tenant insurance.
- (13) Rents charged to employees for shared accommodation shall follow procedures set out in the Isolated Post and Housing Directive.

(14) The occupant shall comply with the attached rules and regulations and any other regulations which the Government may from time to time make to ensure the proper care, cleanliness and safety of the premises or to prevent nuisances. Further, the occupant shall comply with all statutes, regulations and by-laws of any federal, provincial or municipal authority which affect the premises or their use and occupation.

This offer shall be deemed to have been accepted upon its approval by a duly authorised officer of the Government.

Dated at _____ this _____ day of

Employee Signature:	Witness Signature:

The undersigned, on behalf of the Government, accepts the above offer to rent:

Dated at _____ this _____ day of

Departmental Signature for the Government (in case of Pool Housing, PWGSC signatory):	Witness Signature:
Name:	Name:
Title:	Title:

Responsibilities

Government responsibilities:

- (1) The Government shall provide living accommodation complete with heating, electrical, water and sewage disposal facilities: in addition, furniture and equipment, where necessary, shall be provided in accordance with standard inventory lists.
- (2) Whenever a new employee moves into Government accommodation, the Government representative at the site, together with the new occupant, shall carry out an inspection of the building to check its condition as well as the furniture and equipment inventory.

The occupant shall certify the accuracy, and be provided with a copy, of the condition report and the inventory. The Government shall be responsible for making good all deficiencies noted during the inspection.

- (1) The Government shall ensure the accommodation is reasonably maintained and all costs of such maintenance required as the result of normal wear and tear will be borne by the Government.
- (2) As part of ongoing maintenance, the Government shall be permitted access to the unit in order to refurbish it as necessary. This includes such refurbishments as painting (interior and exterior), replacing flooring, upgrading fixtures, upgrading kitchens and bathrooms, etc.
- (3) The Government shall repair or replace all furniture, where furniture continues to be provided, which has become unserviceable as the result of normal wear and tear.
- (4) When an employee moves from Government-owned accommodation, the Government representative at the site, together with the occupant, shall carry out an inspection of the building and check the inventory. Charges for repair and replacement, other than normal wear and tear, shall be assessed against the employee.
- (5) In the case of Pool Housing, a Specific Service Agreement (SSA) will be issued to the Employee's department.
- (6) When an occupant's employment terminates and has dependants in full time attendance at a recognized educational institution, the occupant and/or his dependants shall have the right to remain in the accommodation until the end of the current school year if necessary or other reasonable period as determined by the employing department, until other suitable accommodation is found, subject to the following. The provision may be cancelled with a minimum of three (3) months' notice if the accommodation is required for operational use by the Government, e.g. the arrival of a replacement employee. All benefits and allowances cease upon termination of employment.

Responsibilities of the occupant:

- (1) The occupant shall use good housekeeping practices and procedures in the day-to-day upkeep of the accommodation.
- (2) The occupant shall not alter the premises without written consent from the Government; in the case of Pool Housing, consent must be obtained from PWGSC. This includes:
 - redecorating of the premises, such as, wall papering, painting or varnishing;

- installation of wires, cables, satellite dishes, or aerials upon the roof, other parts of the building or premises, including yards and surrounding areas;
- installation of additional major electrical appliances, hot tubs, etc. and construction of fences, recreation rooms or buildings, such as garages, greenhouses, or pet houses / enclosures.

Where permission is granted for such additions, applicable city and municipal by-laws governing the same shall be adhered to, the occupant must bear their total cost and they must be completed within a reasonable time for inspection by the Government representative and, thereafter, kept in a good state of repair. Constructed additions which are permanently affixed to the premises or property shall not be demolished or removed by the occupant upon termination of the occupancy. Where an addition is removed the area is to be returned to original state.

- (1) The Government shall supply the initial complement of light bulbs, including fluorescent, and fuses for each initial occupancy, but all replacements are the responsibility of the tenant.
- (2) Occupants of premises are responsible for the normal maintenance and repair of the dwelling which they occupy; this will include:
 - the replacement of broken windows, screens, the replacement or refastening of hinges and latches on kitchen cupboards, window and door hardware, broken electrical globes and covers, etc.;
 - replacement of weather stripping damaged during occupancy, and
 - the maintenance of the grounds forming part of the accommodation in a condition satisfactory to the Government and making suitable arrangements to have the following attended to during periods of absence:
 - (a) removal of snow and ice from sidewalks, steps, etc.,
 - (b) cutting the grass, fertilizing, watering, raking and reseeding as required; and
 - (c) control of leaves.

Occupants must park in designated parking areas. The Government shall have the right to remove any vehicle parked in other areas and costs for vehicle removal and restoration of area, will be the responsibility of the occupant.

- (1) Nothing shall be done or permitted which will create a fire hazard. This shall include the following:

- no kerosene, gasoline, or other flammable material shall be kept on the premises except in proper containers and in reasonable amounts;
- all fire escapes and exits shall be kept free of obstructions;
- the occupant shall not alter or interfere with the electrical wiring, fixtures or electrical panels of the premises;
- wiring across the fuses or bridging fuse plugs in any manner is strictly forbidden;
- stoves and range hoods, shall be kept clean and free of excessive grease; and
- occupants must clean and change, as necessary, the furnace air filters and humidifier pads, which are provided by the Government.

- (1) The occupant shall not allow ashes, garbage, unserviceable vehicles or other loose objectionable material to accumulate in or about the building, yard or passages on the premises and shall at all times keep the accommodation in clean and wholesome condition. Upon the occupant's failure to keep the rented premises in clean and neat condition, the Government shall have the right to enter the rented premises upon two days written notice, clean up the said premises, and charge the expenses to the occupant.
- (2) Should an occupant fail to comply with any of the above clauses, the Government may order the work to be done and assess the cost of such work against the occupant. Such failure by the occupant may be considered reasonable grounds for termination of the occupancy and the occupant may, at the option of the Government, be given notice to vacate the premises.
- (3) The occupant is expected to exercise discretion and common sense in the use of utilities:
- to turn off electrical lights when not needed;
 - to ensure Christmas decorations are only energised from December to mid-January;
 - to ensure windows are kept closed during winter months;
 - to conserve water, particularly hot water;
 - to use plug-in timer for vehicle, set appropriately for temperature and conditions.

The occupant is responsible for ensuring the premises utility consumption is reasonable, as any prudent tenant would.

- (1) The occupant is responsible for the premises during the entire period of occupancy and may be assessed all or a portion of the cost of repairs for any damage or maintenance to the grounds or premises, furniture and equipment that may be required and can be shown to be the occupant's responsibility, whether or not such damage occurred or maintenance was required during a period the occupant was absent from the premises.

In the event of an absence from the premises for a period of time up to 24 hours, the occupant must make the arrangements in regard to the care of the premises for the period of such absence. Should the absence exceed a 24-hour period, the occupant must advise the Government representative as to the arrangements made and the period involved. If necessary the Government can make periodic inspections. However, the Government will not inspect units which are occupied or have pets.

Should the occupant fail to make appropriate arrangements or notify the Government representative and damage occurs to the premises during the period of absence, the full cost of repair of such damage shall be assessed against the occupant.

- (1) The occupant shall, immediately before the termination of the occupancy, clean the unit to a level acceptable to the Government. Upon the occupant's failure to meet the acceptable standard of cleanliness at departure, the employing department, or PWGSC in the case of pool housing, shall have the right to clean the unit. The occupant shall reimburse the employing department through deductions from salary or other monies payable to the occupant by the Government, for the cost of cleaning. In the case of pool housing, the employing department is responsible to reimburse PWGSC for the cost of cleaning.

Appendix M — Calculation of Rent for Government Housing

EMPLOYEE NAME :	
Unit #:	Address :
<i>Per the Isolated Post and Government Housing Directive (IPGHD)</i>	
DEPENDANTS :	
Name of Spouse/Common-Law Partner:	
Name(s) and age(s) of Dependant(s):	

RENT CALCULATION PER IPGHD		
1. Monthly CSP Appraised Base Shelter Value (BSV) or: Phased-In Base Shelter Value	1	
2. Adjustments per IPGHD (if applicable)		
A. Allocation of Accommodation (Sec. 6.7.1) ___ % of Block 1 = Employee without dependants	2	
B. Shared Self-Contained (Sec.. 6.7.4/6.7.5) ___ % of Block 2 =	3	

C. Loss of Privacy/Quiet Enjoyment (Sec. 6.7.6) ___ % of Block 3 = 4 _____ 3 - 4 = (Not to exceed 50 % of BSV)		5
3. Utilities (Fuel/Electricity/Water supplied @ 100 %)		
A. Utility Factor (Sec. 6.14.2)		
\$1.6548 (Sec. 6.14.4 IPGHD)	X	January CPI
(https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000401)		
_____		= Utility Factor
100		
B. Utility Charge Size of unit ___ sq. m. x Utility Factor _____		6
TOTAL MONTHLY RENT PER IPGHD 5+6=		7

Calculation Sheet Prepared by:

_____	_____	_____
Name (Please print)	Signature	Date
The rental period is to commence on the :		_____

Occupant:

_____	_____	_____
Name (Please print)	Signature	Date

Appendix N - Common-Law Partner Declaration

Subject to the definition of "spouse or common-law partner" this declaration will serve to designate an individual as a common-law partner for purposes of the Isolated Post and Government Housing Directive and for the relevant benefits to be accorded thereunder.

We, _____ and _____ solemnly declare that our relationship is and has been demonstrated by our cohabitation in a conjugal relationship. This relationship is and has been recognized for a period of at least one year in the community or communities in which we have lived. ***

Where these conditions cease to exist we acknowledge the right of the deputy head to cease payments made on the basis of the existence of such conditions.

Where these conditions do not in fact exist we acknowledge the right of the deputy head to recover the amounts of money paid on this basis.

*** In specific cases, this declaration may be used where there has been a break in the period of cohabitation for reasons beyond the control of the employee or the individual to be designated as common-law partner.

Signed _____ Employee
 _____ Common-law partner
 _____ Date
 Signed _____ for the Deputy Head
 _____ Date

Appendix O - Examples

Shelter Cost Differential (SCD) (Section 1.10)

Example 1:

3-bedroom benchmark model BSV at post \$1300/month;

National average 3-bedroom benchmark model BSV is: \$1000/month;

The SCD: \$300/month or \$3600 per year.

Example 2:

Average of all 3-bedroom detached government housing BSVs at the post: \$1100/month;

National average 3-bedroom benchmark model BSV is: \$1000/month;

The SCD in government housing: \$100/month or \$1200 per year.

Bereavement Travel Expenses (Section 3.3)

Note: the following examples are provided to clarify Sections 3.2 and 3.3. The airfares cited are not necessarily accurate.

Example 1

An employee in Yellowknife flies to Winnipeg and back and pays \$500. The point of departure for Yellowknife is Edmonton. The regular return economy airfare between Yellowknife and Edmonton is \$600, and airlines in Yellowknife offer a compassionate fare of \$300. In this example, the employee would be reimbursed \$300 (the amount of the compassionate fare between the headquarters and the point of departure), because it is the lesser amount.

Example 2

An employee in Iqaluit flies to Rankin Inlet and back and pays \$500. The point of departure for Iqaluit is Ottawa. The regular return economy airfare between Iqaluit and Ottawa is \$1100 and airlines in Iqaluit offer compassionate fares of \$550. In this example, the employee's actual

expense of \$500 would be reimbursed, because it is the lesser amount.

Example 3

An employee in Fond-du-Lac flies to London, England and back and pays \$1300. The point of departure for Fond-du-Lac is Saskatoon and no carriers in Fond-du-Lac offer compassionate fares. The regular return economy airfare between Fond-du-Lac and Saskatoon is \$750. In this example, the employee would be reimbursed \$750, because it is the lesser amount.

Fuel and Utility Charges (Section 6.14)

As an example, if we were to use the 2016 January CPI of 152.4 for Water, Fuel and Electricity, the following formula would be used to complete the calculation for the fuel and utilities charges.

Note:

The monthly CPI can be found at the following website: Statistics Canada. Please select Table 4-2 Shelter (click on the HTML button to be able to view Water, fuel and electricity for Canada). For purposes of this exercise, one would choose the January 2016 CPI Index.

Example:

For a unit which is 120 square meters (approximately 1,300 square feet).

Calculation:

Utility Factor (for example purposes only)

\$1.6548 multiplied by 152.4 (January CPI) then divided by 100 – to equal \$2.52 (utility factor).

Utility Charge

Size of unit 120 sq. m. multiplied by utility factor of \$2.52 to equal \$302.40 utility charge per month.