

Singh, Ram

From: Tamara Chamberlain [Tamara.Chamberlain@pwgsc.gc.ca]
Sent: June 2, 2008 11:12 AM
To: Laurendeau, H  l  ne; Semianiw.W@forces.gc.ca; alain.p.seguin@rcmp-grc.gc.ca; Ellen Stensholt; Marie-France Chartrand; Dan Danagher (TBS.SCT); Claudia Zovatto (TBS.SCT); Singh, Ram; Ron Charlebois; Wenek.KW@forces.gc.ca; Belovich.dm@forces.gc.ca; colwell.lj@forces.gc.ca.; Commander Eric Kahler; Fyfe-Fortin.m@forces.gc.ca; Kenneth Campbell
Cc: Liliane Saint Pierre; J  r  me Thauvette; Pierre Paquette; Bill Troupe; Patricia Fortier
Subject: RoD for 21-May-2008 ADM IRP Steering Committee Meeting
Attachments: Draft RoD 21May2008 ADM Steering Committee_IRP_V2.rtf

Good Morning,

1. On behalf of Liliane saint pierre, ADM Acquisitions at PWGSC, please find the attached draft Record of Decisions resulting from the 21 May 2008 IRP ADM Steering Committee meeting. Your comments and/or suggestions for improvement are requested, in the hope of capturing all important action items, concerns and considerations. It is requested that your input be received not later than COB, Thursday, 5 June 2008.
2. I would like to thank you for your time, effort and consideration in reviewing the attached documents and I look forward to receiving your comments. Should you have any questions or concerns, please do not hesitate to contact either Tamara Chamberlain, IRP Contract Authority, at 956-5898 or Bill Troupe, IRP Contracting Manager, at 956-0972.

<<Draft RoD 21May2008 ADM Steering Committee_IRP_V2.rtf>>

Merci / Regards,

Tamara Chamberlain, M.B.A.

Chef d'  quipe / Team Leader

Direction de l'acquisition des services professionnels | Professional Services Procurement Directorate

Direction g  n  rale des Approvisionnements | Acquisitions Branch

Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@pwgsc-tps.gc.ca

T  l  phone | Telephone 819-956-5898

T  l  copieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

Graham, Don

From: Singh, Ram
Sent: June 2, 2008 5:04 PM
To: 'kahler.ec@forces.gc.ca'
Subject: Re: SOR IRP

Erik is the soR now processing policy clarification? I am confused, really very confused.

The SOR is supposed to inform bidders that they will provide services as identified in the various policies. Why then is the procurement team concerned with grievances and questioning documents put together under collective bargaining?

Thank you

Ram

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: Singh, Ram
Sent: Mon Jun 02 14:47:55 2008
Subject: FW: SOR IRP

Ram:

Would you care to address this matter to me and I will forward to Ken. Thanks.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

> -----Original Message-----

> **From:** Campbell KD@ADM(Mat) DCPS@Ottawa-Hull
> **Sent:** Monday, 02 June, 2008 14:14
> **To:** Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> **Cc:** Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull
> **Subject:** RE: SOR IRP

> Good afternoon Cdr Kahler,

> Regarding subject and your identification of same in your e-mail of Mon 06-02-2008 11:05 AM. I have a concern regarding this matter I am hopeful you will be able to assist us by providing a resolution. It is as follows:

> Have just re-looked at the TBS Policy (and all entities fall under that).... there is no grievance process but rather it states the following:

> Under Section 1, sub para 1.2.5 it states:

> 1.2.5 Entitlements not identified within the Directive do not exist and will not be paid under any circumstances. Then right under this it states:

> 1. The approval of TB is required for payments of relocation expenses not covered by this Directive or under the terms of the contract with the Third party supplier.

> This is unclear to me...first it states "if entitlement are not identified - they do not exist...then approval of TB is required for payments of expenses not covered by this Directive".

> As POC for the client group, would you please research this point and get back to us?

> 2. The DNC is responsible for ruling on requests for reimbursements that

fall within the intent of the Directive, but whose special circumstances have not been specifically addressed.

>
> Would you please address this issue.

>
> 1.2.5.1 In exceptional circumstances, employees may request reimbursements of expenses not identified in the Directive. Employees requesting such entitlements must submit a business case to the DNC who shall forward the submission with their recommendation to the Project Authority at TBS for approval.

>
>
> Under Section II, sub para 2.2 (Employer Responsibilities)

>
> 2.2.1.7 The DNC, specifically identified for this program, is required to issue approvals in certain areas of this Directive. Please clarify what are the "certain areas"?

>
> All requests for reimbursement that fall within the intent of the Directive, but whose special circumstances have not been specifically addressed, must forward through normal channels directly to the designated DNC, head office.

>
>
> K.D. Campbell
> 613-850-0470
> campbell.kd@forces.gc.ca

Singh, Ram

From: Danagher, Dan
Sent: June 4, 2008 1:23 PM
To: Singh, Ram; Zovatto, Claudia
Cc: Gagnon, Alain
Subject: RE: SOR update
Sensitivity: **Déclassifié par le bureau de l'AIPRP**
Confidential

Thanks for the update Ram

Dan Danagher
Executive Director | Directeur exécutif
LRCO - Assistant Secretary's Office | RTOR - Bureau du Secrétaire adjoint Labour
Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-952-2976 | Dan.Danagher@tbs-sct.gc.ca | facsimile/télécopieur 613-952-0701

-----Original Message-----

From: Singh, Ram
Sent: June 4, 2008 9:50 AM
To: Danagher, Dan; Zovatto, Claudia
Cc: Singh, Ram; Gagnon, Alain
Subject: FW: SOR update
Importance: High
Sensitivity: **Déclassifié par le bureau de l'AIPRP**
Confidential

Comm. Kahler finally received a copy of a document from the Procurement Specialists. According to them they are nearing the end of the project while in our view (collective view) they are am long distance away from the conclusion.

It has been very frustrating because if the client departments had listened to me in the first place we would be relaxing at this time in that I had completed my SOW but they wanted to take a different approach and here we are today (they finally acknowledged this last week before PWGSC). The frustration I mentioned above is that we (the technical personnel/subject matter experts) cannot speak to the Procurement Personnel who ignores what we say, what we provide and instead invent their own version of what is to be done or what is being asked of the contractor (they have no concept of what the IRP is) - case in point:

1. in the SOW document provided we clearly stated that the Contractor will be expected to make and confirm commercial travel arrangements via GTS. Instead they are challenging us on this requirement suggesting that we are duplicating a task being done by AMEX!
2. we specifically identified the location of the Regional administrative offices specifically identifying the NCR as the HQ. They changed this and refused to state that requirement, instead leaving that location to be decided by the Contractor.
3. they refuse to accept the range of files identified for the past 3 years demanding that we provide accurate count of files to be expected - how can we foresee the future?
4. we clearly identified the process for travel arrangements for the 3 clients yet the document reflects CF alone with a remark enquiring when they will be informed of the other two methodology.

Needless to say, Comm. Kahler is "stick-handling" his way through this process because at every moment these experts walk off the project without any disciplinary action etc., -

talk about the tail wagging the dog!

Yesterday afternoon we once again reviewed the delivered SOR which in our opinion fails to meet the objectives established, fails to clearly identify our requirements with huge areas missing such as the GOC requirements, the RCMP's requirements.

And so it goes. Comm Kahler was to meet with PWGSC and the experts late yesterday afternoon to address our on-going concerns.

Be reminded that the SOW I provided worked very well since 1999 but the client departments sought a different method.

D. Ram Singh

Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program | Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: TUPLING.FRD@forces.gc.ca [mailto:TUPLING.FRD@forces.gc.ca]
Sent: June 2, 2008 2:49 PM
To: Guylaine.Pare@rcmp-grc.gc.ca; Kent.Cummings@rcmp-grc.gc.ca; Yves.Bacon@rcmp-grc.gc.ca; Singh, Ram; Gagnon, Alain
Cc: WHITEHEAD.AE@forces.gc.ca; KAHLER.EC@forces.gc.ca; Fisher.KW@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Ron.Charlebois@rcmp-grc.gc.ca; dantupling@rogers.com
Subject: RE: SOR update
Importance: High

Cdr Kahler has requested that each Client/DA/Entity send at least one rep to a meeting here tomorrow morning from 1000-1230 to discuss SOR concerns. Rep is requested to have read latest version of SOR (#7) and to have captured comments & suggestions for your org.

Cdr Kahler plans to meet with the Procurement Team (hopefully augmented by PWGSC rep) at 1330 tomorrow to pass along our joint concerns as discussed in the morning.

We will meet addressees Tues 3 Jun 08 at 09:55 in lobby of the Constitution Bldg (305 Rideau St at corner of King Edward).

Major F.R. Dan Tupling

DIRP ASO

Director Integrated Relocation Program - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:Tupling.frd@forces.gc.ca>

> -----Original Message-----

> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Monday, 02 June, 2008 10:43
> To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Guylaine Pare; Kent Cummings; Yves Bacon; Ram Singh; 'Ron Charlebois'; 'Todd Lamb'; 'Alain.Gagnon@tbs-sct.gc.ca'
> Subject: FW: SOR update

> Attached is the most recent version of the SOR for IRP. It is coming along and is looking pretty good, but there remain a number of issues which need to be addressed.

> I ask that you review the attached as quickly as possible and that you be available for mtg to discuss the content tomorrow morning at a time and place to be arranged by Maj

Tupling. (Note if today is doable and preferable), I am willing to meet today. As a minimum I request at least one rep from each of TBS and RCMP be made available for this mtg. Approx duration is 3 hrs Purpose will be for you to identify and present resolution to any holes you may have found in the SOR which are of concern to your group. Unfortunately, given the time crunch this has to be our top priority.

>
> From my review I have identified the following as some of the areas which need to be addressed further, and which should be addressed by yourselves:
>
> Sec 1.2 Move volumes;
> Sec 1.5 Delete the appendices form the CF as there are none anymore;
> Sec -all Add all of the appendices named in the doc (six I believe)
> Sec 2.1 for the CF need to the procedure and steps to ensure;
> Sec 4 and Sec 5 should be numbered equally - they are not;
> Sec 5.1 CIP, PMP and RMP - when provided and to who;
> Sec 5.1 are sub paras k and m different? and the duration period is length of contract;
> Sec 5.1 sub para n - is this sufficient for web site?
> Sec 5.1 sub para r - is this what we want?;
> Sec 5.2.3. how will that be confirmed?;
> Sec 5.4.1 duration of brief 4 hrs or up to 4 hrs?;
> Sec 5.4.2 duration of seminar in days 3-5 or what, also government supplied facilities - I don't think so;
> Sec 5.6 does not exist;
> Sec 5.7.1 not sure about sub para m and n;
> Sec 5.7.1 sub para x - ??
> Sec 5.7.3 number of days for advances should be easy to determine;
> Sec 5.8 is not in para 4;
> Sec 5.8.1 is incomplete;
> Sec 5.8.2 store files at DA location is not acceptable to CF;
> Sec 5.9 is not in para 4 and is incomplete
> Sec 7 is incomplete
> Sec 10.2 business volumes??;
> Sec 10.3 hours of operations for CF from 0600 to 1730 is for international office in Ottawa only;
> Sec 14.4 talks about ZBA for the first time;
> Sec 16 Dispute process is incomplete.
>
> Further areas for review should be identified in our mtg, but may be provided direct to me.

>
>
> Eric Kahler
> Commander
> Director Relocation Business Management
> CF Integrated Relocation Program
> 613-996-1874

> -----Original Message-----
> From: Campbell KD@ADM(Mat) DCPS@Ottawa-Hull
> Sent: Monday, 02 June, 2008 09:03
> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull
> Subject: SOR update>

>
> Good morning again,

>
> As promised, please find below the lastes updates on the SOR. We are still working on a few outstanding items but nearing completion.

>
> You may wish to take a look at the travel area as we have noted a hole needing TA input. Cheers

>
>
>
>

Singh, Ram

From: FyfeFortin.M@forces.gc.ca
Sent: June 12, 2008 10:20 AM
To: KAHLER.EC@forces.gc.ca; Bill.Troupe@pwgsc.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; alain.p.seguin@rcmp-grc.gc.ca; /C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca; /C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca; Singh, Ram; Ron.Charlebois@rcmp-grc.gc.ca; BELOVICH.DM@forces.gc.ca; CAMPBELL.KD@forces.gc.ca; Guylaine.Pare@rcmp-grc.gc.ca; Kent.Cummings@rcmp-grc.gc.ca; Yves.Bacon@rcmp-grc.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA; Pierre.Paquette@PWGSC.GC.CA; Tamara.Chamberlain@pwgsc.gc.ca; MACKAY.KA@forces.gc.ca; Patricia.Fortier@pwgsc.gc.ca; Gagnon, Alain; WHITEHEAD.AE@forces.gc.ca; Fisher.KW@forces.gc.ca
Subject: RE: Final version IRP SOR

Bonjour Eric,

I support staffing of the document to PWGSC for the preparation of the RFI.

A great, great achievement - kudos to the team!

Mariette Fyfe-Fortin

Director General Procurement Services / Directeur général Services d'acquisition Material Group / Groupe des matériels National Defence / Défense nationale
(613) 996-8935

> -----Original Message-----

> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

> Sent: Wednesday, 11 June, 2008 16:49

> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; 'Bill Troupe'; 'francine.deleseleuc@rcmp-grc.gc.ca'; 'alain.p.seguin@rcmp-grc.gc.ca'; 'Dan Danagher (TBS.SCT)'; 'Claudia Zovatto (TBS.SCT)'; 'Ram Singh'; 'Ron Charlebois'; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; 'Guylaine Pare'; 'Kent Cummings'; 'Yves Bacon'; 'Todd Lamb'; 'Jérôme Thauvette'; 'Pierre Paquette'; 'Tamara Chamberlain'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; 'Patricia Fortier'; 'Alain.Gagnon@tbs-sct.gc.ca'; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull

> Subject: Final version IRP SOR

>

> Attached, please find the final version of the IRP SOR. I would like to thank each of you for your patience in this process, and for your commentary on the previous document. Updates have been made since the last distribution and the feedback received incorporated into the document. Unless there remain material things which will fundamentally change the SOR, and which therefore need to be addressed immediately, I would prefer that there be no more changes to the document.

>

> Thus I request concurrence from each of the client groups and the procurement team that this is the document that accurately represents what we as the client group/procurement team wish to put forward to PWGSC to be used in the Request for Interest (RFI) that will be promulgated later this month, after the document has been translated. Bear in mind that there will be opportunity for amendments to the document as questions come in from interested bidders and before the Request for Proposal (RFP) is promulgated in October 2008.

>

> Specifically, I am looking for confirmation at the DG level from each of the following:

>

> TBS, RCMP, DND and Adm Mat Procurement Team.

>

> As soon as I have the blessing of each of these groups, the SOR will be submitted for translation and the English version passed to PWGSC. May I have the pleasure of your concurrence with this document at your earliest convenience, but preferably nlt Thurs Jun

12 at noon. That may seem soon, but the main document has really only been tweaked a little. The Appendices have been altered to a larger extent.

>
> Thank-you.

> << File: DRAFT SOR v14 - 11 June 2008.doc >>

>
> Eric Kahler
> Commander
> Director Relocation Business Management CF Integrated Relocation
> Program
> 613-996-1874

> -----Original Message-----

> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Friday, 06 June, 2008 17:41
> To: 'Bill Troupe'; 'francine.deleseleuc@rcmp.grc.gc.ca'; alain.p.seguin@rcmp-grc.gc.ca;
Dan Danagher (TBS.SCT); Claudia Zovatto (TBS.SCT); Ram Singh; Ron Charlebois; Belovich
Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell
KD@ADM(Mat) DCPS@Ottawa-Hull; Guylaine Pare; Kent Cummings; Yves Bacon; 'Todd Lamb';
Jérôme Thauvette; Pierre Paquette; 'Tamara Chamberlain'; Mackay K@ADM(Mat) D Svc
C@Ottawa-Hull; Patricia Fortier; 'Alain.Gagnon@tbs-sct.gc.ca'; Kahler Cdr EC@CMP
DGCB@Ottawa-Hull
> Subject: FW: SOR V11

>
> Please find attached the complete IRP SOR including Appendices. The main SOR document
is 90-95% complete except for some outstanding areas that PWGSC reps are aware require
further work dealing with the incoming and outgoing transition plans.

>
> The Appendices are about 80% complete in that they require further
> review by the client group/procurement teams.>

>
> Each of the client groups is requested to look at the SOR document in
> preparation for sign-off early next week. This present version
> includes the changes that were addressed last week by the client
> groups, PWGSC, ADM Fin CS and others. If there are further changes
> requested please address them to me directly. Thank you

>
> Eric Kahler
> Commander
> Director Relocation Business Management CF Integrated Relocation
> Program
> 613-996-1874

> -----Original Message-----

> From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Sent: Friday, 06 June, 2008 17:14
> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Cc: 'Tupling, Dan (Rogers)'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; Campbell
KD@ADM(Mat) DCPS@Ottawa-Hull
> Subject: SOR V11

>
> As requested,

>
> Major F.R. Dan Tupling << File: DRAFT SOR v11 6 June 2008.doc >> DIRP
> ASO Director Integrated Relocation Program - Advisory Services Officer
> Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)
> <mailto:Tupling.frd@forces.gc.ca>

Singh, Ram

From: Singh, Ram
Sent: June 12, 2008 10:23 PM
To: 'kahler.ec@forces.gc.ca'; 'francine.deleseleuc@rcmp-grc.gc.ca'; 'alain.p.seguin@rcmp-grc.gc.ca'; 'Ron.Charlebois@rcmp-grc.gc.ca'; 'BELOVICH.DM@forces.gc.ca'; 'Guylaine.Pare@rcmp-grc.gc.ca'; 'Kent.Cummings@rcmp-grc.gc.ca'; 'Yves.Bacon@rcmp-grc.gc.ca'; 'Todd.Lamb@rcmp-grc.gc.ca'; 'WHITEHEAD.AE@forces.gc.ca'; 'Fisher.KW@forces.gc.ca'
Cc: Singh, Ram; Gagnon, Alain
Subject: Re: Final version IRP SOR

Thanks should be extended to Major Tupling. Messrs Lamb and Whitehead for a tremendously fabulous job done by them as they put together a Statement of Work document which will be used as an SOR for the retendering of the IRP contract.

It is unfortunate that the hard work and effort put into the development of this document was sidelined by a few individuals who refused to provide assistance and chose instead to direct, ignore the technical advisors' input and yet provide a document that closely resembles the draft SOW document originally produced.

Please be advised that a formal acknowledgement of this dedicated service performance will be recognized from the secretariat shortly

D Singh TBS
Program Authority - IRP

-----Original Message-----

From: Jérôme Thauvette <Jerome.Thauvette@PWGSC.GC.CA>
To: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; francine.deleseleuc@rcmp-grc.gc.ca <francine.deleseleuc@rcmp-grc.gc.ca>; alain.p.seguin@rcmp-grc.gc.ca <alain.p.seguin@rcmp-grc.gc.ca>; Dan Danagher (TBS.SCT) </C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca>; Claudia Zovatto (TBS.SCT) </C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca>; Singh, Ram; Ron.Charlebois@rcmp-grc.gc.ca <Ron.Charlebois@rcmp-grc.gc.ca>; BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>; Bill Troupe <Bill.Troupe@pwgsc.gc.ca>; CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>; Guylaine.Pare@rcmp-grc.gc.ca <Guylaine.Pare@rcmp-grc.gc.ca>; Kent.Cummings@rcmp-grc.gc.ca <Kent.Cummings@rcmp-grc.gc.ca>; Yves.Bacon@rcmp-grc.gc.ca <Yves.Bacon@rcmp-grc.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Pierre Paquette <Pierre.Paquette@PWGSC.GC.CA>; Tamara Chamberlain <Tamara.Chamberlain@pwgsc.gc.ca>; MACKAY.KA@forces.gc.ca <MACKAY.KA@forces.gc.ca>; Gagnon, Alain; WHITEHEAD.AE@forces.gc.ca <WHITEHEAD.AE@forces.gc.ca>; Fisher.KW@forces.gc.ca <Fisher.KW@forces.gc.ca>; Jérôme Thauvette <Jerome.Thauvette@PWGSC.GC.CA>
Sent: Wed Jun 11 22:50:38 2008
Subject: RE: Final version IRP SOR

Commander Kahler,
I did review, and wish to commend the team for a very comprehensive document. I concur that we can proceed with the RFI to seek industry feedback.

Regards,
Jerome

-----Original Message-----

From: KAHLER.EC@forces.gc.ca [mailto:KAHLER.EC@forces.gc.ca]
Sent: Wednesday, June 11, 2008 4:49 PM
To: KAHLER.EC@forces.gc.ca; Bill Troupe; francine.deleseleuc@rcmp-grc.gc.ca; alain.p.seguin@rcmp-grc.gc.ca; Dan Danagher (TBS.SCT); Claudia Zovatto (TBS.SCT); Ram.Singh@tbs-sct.gc.ca; Ron.Charlebois@rcmp-grc.gc.ca; BELOVICH.DM@forces.gc.ca; FyfeFortin.M@forces.gc.ca; CAMPBELL.KD@forces.gc.ca; Guylaine.Pare@rcmp-grc.gc.ca; Kent.Cummings@rcmp-grc.gc.ca; Yves.Bacon@rcmp-grc.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Jérôme Thauvette; Pierre Paquette; Tamara Chamberlain; MACKAY.KA@forces.gc.ca; Patricia Fortier;

Alain.Gagnon@tbs-sct.gc.ca; WHITEHEAD.AE@forces.gc.ca; Fisher.KW@forces.gc.ca
Subject: Final version IRP SOR

Attached, please find the final version of the IRP SOR. I would like to thank each of you for your patience in this process, and for your commentary on the previous document. Updates have been made since the last distribution and the feedback received incorporated into the document. Unless there remain material things which will fundamentally change the SOR, and which therefore need to be addressed immediately, I would prefer that there be no more changes to the document.

Thus I request concurrence from each of the client groups and the procurement team that this is the document that accurately represents what we as the client group/procurement team wish to put forward to PWGSC to be used in the Request for Interest (RFI) that will be promulgated later this month, after the document has been translated. Bear in mind that there will be opportunity for amendments to the document as questions come in from interested bidders and before the Request for Proposal (RFP) is promulgated in October 2008.

Specifically, I am looking for confirmation at the DG level from each of the following:

TBS, RCMP, DND and Adm Mat Procurement Team.

As soon as I have the blessing of each of these groups, the SOR will be submitted for translation and the English version passed to PWGSC. May I have the pleasure of your concurrence with this document at your earliest convenience, but preferably nlt Thurs Jun 12 at noon. That may seem soon, but the main document has really only been tweaked a little. The Appendices have been altered to a larger extent.

Thank-you.

<<DRAFT SOR v14 - 11 June 2008.doc>>

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

> -----Original Message-----

> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

> Sent: Friday, 06 June, 2008 17:41

> To: 'Bill Troupe'; 'francine.deleseleuc@rcmp.grc.gc.ca'; alain.p.seguin@rcmp-grc.gc.ca; Dan Danagher (TBS.SCT); Claudia Zovatto (TBS.SCT); Ram Singh; Ron Charlebois; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Guylaine Pare; Kent Cummings; Yves Bacon; 'Todd Lamb'; Jérôme Thauvette; Pierre Paquette; 'Tamara Chamberlain'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; Patricia Fortier; 'Alain.Gagnon@tbs-sct.gc.ca'; Kahler Cdr EC@CMP DGCB@Ottawa-Hull

> Subject: FW: SOR V11

>

> Please find attached the complete IRP SOR including Appendices. The main SOR document is 90-95% complete except for some outstanding areas that PWGSC reps are aware require further work dealing with the incoming and outgoing transition plans.

>

> The Appendices are about 80% complete in that they require further review by the client group/procurement teams.

>

> Each of the client groups is requested to look at the SOR document in preparation for sign-off early next week. This present version includes the changes that were addressed last week by the client groups, PWGSC, ADM Fin CS and others. If there are further changes requested please address them to me directly. Thank you

>

> Eric Kahler

> Commander

> Director Relocation Business Management CF Integrated Relocation

> Program
> 613-996-1874
>
> -----Original Message-----
> From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Sent: Friday, 06 June, 2008 17:14
> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Cc: 'Tupling, Dan (Rogers)'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; Campbell
KD@ADM(Mat) DCPS@Ottawa-Hull
> Subject: SOR V11
>
> As requested,
>
> Major F.R. Dan Tupling << File: DRAFT SOR v11 6 June 2008.doc >> DIRP
> ASO Director Integrated Relocation Program - Advisory Services Officer
> Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)
> <mailto:Tupling.frd@forces.gc.ca>
>
>
>
>

Singh, Ram

From: Gagnon, Alain
Sent: June 13, 2008 1:00 PM
To: Singh, Ram
Subject: RE: Draft SOR v 14 - GOC comments

Ram,

Yes I intend to, I sent them changes which were noted on your working copy when we went to the meeting with CF and RCMP and reviewed the SOR. I also found some spelling mistakes and added some acronyms and definitions which are pertinent to the GOC but were not on the form. For example, CRS (Central Removal Services) etc.

Are u coming to the briefing on Monday morning at NRC ? it starts at 0900 so do we meet and leave from office ?

AG

-----Original Message-----

From: Singh, Ram
Sent: June 13, 2008 12:53 PM
To: 'TUPLING.FRD@forces.gc.ca'; Gagnon, Alain; 'Todd.Lamb@rcmp-grc.gc.ca'
Cc: 'kahler.ec@forces.gc.ca'; 'dantupling@rogers.com'; Singh, Ram
Subject: Re: Draft SOR v 14 - GOC comments

Alain please brief me on monday and ensure that this document meets our requests - I appreciate that senior management of CF approved but I will not sign off if the government's requirements are not met D Singh TBS

-----Original Message-----

From: TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>
To: Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
CC: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>
Sent: Fri Jun 13 10:19:29 2008
Subject: RE: Draft SOR v 14 - GOC comments

Todd/Alain,

We reviewed your comments and when appropriate & possible, tried to incorporate them into the vers 14a (which we completed yesterday) but without making any significant changes to a document that had received final approval from certain of the CF senior executives.

We also tried to clean up a few minor typos we discovered in the Vers14 from Wed. Finally, we spent considerable time yesterday revising Appendix 4 - especially the Preformatted Report-Templates .

While the latter are of considerable interest to the CF, they should also be of use to your organizations. Nevertheless, you may wish to consider adding some additional Report Templates responding to your orgs unique needs in the SOR version that eventually goes out with the RFP in 3-4 months.

Cdr Kahler is scheduled to meet with PWGSC to do a walk-through clarification of the SOR on Monday and it is hoped that by then, RCMP & GOC/NJC (TBS) will have "blessed" the current version of the SOR on the understanding that it is going to PWGSC in "Beta form" for PWGSC review/amendment prior to being sent to Industry in order to solicit questions, comments and suggestions from potential bidders.

I want to thank you both for your continuing efforts to bring this document to fruition and I hope that you are able to provide Cdr Kahler with assistance as he shortly begins overseeing the Evaluation Criteria/Evaluation Plan drafting process begun my the

DND/CF Procurement Team (I will be commencing 8 weeks of leave and sabbatical early next week).

Cdr Kahler will be acting as the Client/entity POC (point of contact) and I would ask that you address any retendering questions/comments to him, at least until my return in August.

Special thanks to you Todd for enduring this process for 8 months and for contributing so much in so many ways to the final result. Please pass along my thanks to Kent Cummings as well for his well-appreciated contribution to the process. I hope this close working relationship between the various client/entity stakeholders that developed in the very many hours spent working together in the past many months will continue throughout the retendering process.

Cheers
Dan

Major F.R. Dan Tupling
DIRP ASO
Director Integrated Relocation Program - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | (613) (996-0116) <mailto:Tupling.frd@forces.gc.ca>

-----Original Message-----

From: Alain.Gagnon@tbs-sct.gc.ca [mailto:Alain.Gagnon@tbs-sct.gc.ca]
Sent: Thursday, 12 June, 2008 15:41
To: Todd.Lamb@rcmp-grc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Draft SOR v 14 - GOC comments

Some minor comments provided.

<<DRAFT SOR v14 - 11 June 2008.doc>>

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Singh, Ram

From: KAHLER.EC@forces.gc.ca
Sent: June 13, 2008 2:07 PM
To: Singh, Ram; TUPLING.FRD@forces.gc.ca; Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca
Cc: BELOVICH.DM@forces.gc.ca
Subject: RE: Draft SOR v 14 - GOC comments

Ram: Both Claudia and Dan Danagher (snr mgmnt at TBS) provided input that the document was good to go, and so it has been provided to PW.

There will however be opportunity for other changes though as I am meeting with PW next week to discuss some changes they wish to see, so not to worry if you have more changes you wish to make. I simply had to cut it off at some point.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Friday, 13 June, 2008 12:53
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca; Todd.Lamb@rcmp-grc.gc.ca
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; dantupling@rogers.com; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Draft SOR v 14 - GOC comments

Alain please brief me on monday and ensure that this document meets our requests - I appreciate that senior management of CF approved but I will not sign off if the government's requirements are not met D Singh TBS

-----Original Message-----

From: TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>
To: Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
CC: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>
Sent: Fri Jun 13 10:19:29 2008
Subject: RE: Draft SOR v 14 - GOC comments

Todd/Alain,

We reviewed your comments and when appropriate & possible, tried to incorporate them into the vers 14a (which we completed yesterday) but without making any significant changes to a document that had received final approval from certain of the CF senior executives.

We also tried to clean up a few minor typos we discovered in the Vers14 from Wed. Finally, we spent considerable time yesterday revising Appendix 4 - especially the Preformatted Report-Templates .

While the latter are of considerable interest to the CF, they should also be of use to your organizations. Nevertheless, you may wish to consider adding some additional Report Templates responding to your orgs unique needs in the SOR version that eventually goes out with the RFP in 3-4 months.

Cdr Kahler is scheduled to meet with PWGSC to do a walk-through clarification of the SOR on Monday and it is hoped that by then, RCMP & GOC/NJC (TBS) will have "blessed" the current version of the SOR on the understanding that it is going to PWGSC in "Beta form" for PWGSC review/amendment prior to being sent to Industry in order to solicit questions, comments and suggestions from potential bidders.

I want to thank you both for your continuing efforts to bring this document to fruition and I hope that you are able to provide Cdr Kahler with assistance as he shortly begins overseeing the Evaluation Criteria/Evaluation Plan drafting process begun by the DND/CF Procurement Team (I will be commencing 8 weeks of leave and sabbatical early next week).

Cdr Kahler will be acting as the Client/entity POC (point of contact) and I would ask that you address any retendering questions/comments to him, at least until my return in August.

Special thanks to you Todd for enduring this process for 8 months and for contributing so much in so many ways to the final result. Please pass along my thanks to Kent Cummings as well for his well-appreciated contribution to the process. I hope this close working relationship between the various client/entity stakeholders that developed in the very many hours spent working together in the past many months will continue throughout the retendering process.

Cheers
Dan

Major F.R. Dan Tupling
DIRP ASO
Director Integrated Relocation Program - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | (613) (996-0116) <mailto:Tupling.frd@forces.gc.ca>

-----Original Message-----

From: Alain.Gagnon@tbs-sct.gc.ca [mailto:Alain.Gagnon@tbs-sct.gc.ca]
Sent: Thursday, 12 June, 2008 15:41
To: Todd.Lamb@rcmp-grc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Draft SOR v 14 - GOC comments

Some minor comments provided.

<<DRAFT SOR v14 - 11 June 2008.doc>>

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Singh, Ram

From: CAMPBELL.KD@forces.gc.ca
Sent: June 14, 2008 3:01 PM
To: Singh, Ram
Subject: RE: APPROVED IRP SOR DOCUMENT

OK,

I don't know what it is so can't be of any assistance. Cheers

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Saturday, 14 June, 2008 14:52
To: Campbell KD@ADM(Mat) DCPS@Ottawa-Hull
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: APPROVED IRP SOR DOCUMENT

Ken I gave the material to erik and it is still not there R

-----Original Message-----

From: CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>
To: Singh, Ram
Sent: Sat Jun 14 14:49:54 2008
Subject: RE: APPROVED IRP SOR DOCUMENT

Hi Ram,

Not sure what you are referring to. Could you please be a bit more specific? As I understand it, Mr. Danaher has already given his go ahead to proceed with the staffing of the SOR TO

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Saturday, 14 June, 2008 13:53
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Bill.Troupe@pwgsc.gc.ca;
francine.deleseleuc@rcmp-grc.gc.ca; alain.p.seguin@rcmp-grc.gc.ca;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca;
Ron.Charlebois@rcmp-grc.gc.ca; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin
M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull;
Guylaine.Pare@rcmp-grc.gc.ca; Kent.Cummings@rcmp-grc.gc.ca; Yves.Bacon@rcmp-grc.gc.ca;
Todd.Lamb@rcmp-grc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA; Pierre.Paquette@PWGSC.GC.CA;
Tamara.Chamberlain@pwgsc.gc.ca; Mackay
K@ADM(Mat) D Svc C@Ottawa-Hull; Patricia.Fortier@pwgsc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull; Tupling Maj
FRD@CMP DGCB@Ottawa-Hull
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: APPROVED IRP SOR DOCUMENT

Plz confirm that the GOC intent and requirements have been met since our last meeting this was still being refused to be carried out D singh

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: Bill.Troupe@pwgsc.gc.ca <Bill.Troupe@pwgsc.gc.ca>; francine.deleseleuc@rcmp-grc.gc.ca
<francine.deleseleuc@rcmp-grc.gc.ca>; alain.p.seguin@rcmp-grc.gc.ca <alain.p.seguin@rcmp-
grc.gc.ca>; /C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca
</C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca>;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca
</C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca>; Singh, Ram;
Ron.Charlebois@rcmp-grc.gc.ca <Ron.Charlebois@rcmp-grc.gc.ca>; BELOVICH.DM@forces.gc.ca
<BELOVICH.DM@forces.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>;
CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>; Guylaine.Pare@rcmp-grc.gc.ca
<Guylaine.Pare@rcmp-grc.gc.ca>; Kent.Cummings@rcmp-grc.gc.ca <Kent.Cummings@rcmp-
grc.gc.ca>; Yves.Bacon@rcmp-grc.gc.ca <Yves.Bacon@rcmp-grc.gc.ca>; Todd.Lamb@rcmp-
grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Jerome.Thauvette@PWGSC.GC.CA
<Jerome.Thauvette@PWGSC.GC.CA>; Pierre.Paquette@PWGSC.GC.CA
<Pierre.Paquette@PWGSC.GC.CA>; Tamara.Chamberlain@pwgsc.gc.ca
<Tamara.Chamberlain@pwgsc.gc.ca>; MACKAY.KA@forces.gc.ca <MACKAY.KA@forces.gc.ca>;
Patricia.Fortier@pwgsc.gc.ca <Patricia.Fortier@pwgsc.gc.ca>; Gagnon, Alain;
WHITEHEAD.AE@forces.gc.ca <WHITEHEAD.AE@forces.gc.ca>; Fisher.KW@forces.gc.ca
<Fisher.KW@forces.gc.ca>; TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>
Sent: Fri Jun 13 10:23:42 2008
Subject: APPROVED IRP SOR DOCUMENT

<<DRAFT SOR v14a - 12 June 2008.doc>>

I just received this morning the last of the approvals for the attached SOR. This e-mail serves to provide formal copy to PWGSC that this document is complete from the client and procurement team's perspective. It is understood that PWGSC will conduct further review and will require additional changes to the document before it goes to RFI.

Once those changes are complete, the document will go to translation and for further progression. Those changes are expected to be made early next week at a mtg to be arranged by PWGSC. Anticipate participation will be Bill Troupe, Tamara Chamberlain, Cdr Kahler, and if avail Ken Campbell.

Once again, thanks to all for a tremendous amount of work and dedicated effort to get the document in its present format.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

Singh, Ram

From: Zovatto, Claudia
Sent: June 15, 2008 3:34 PM
To: 'KAHLER.EC@forces.gc.ca'; Singh, Ram; 'TUPLING.FRD@forces.gc.ca'; Gagnon, Alain; 'Todd.Lamb@rcmp-grc.gc.ca'
Cc: 'BELOVICH.DM@forces.gc.ca'; Danagher, Dan
Subject: Re: Draft SOR v 14 - GOC comments

Importance: High

Gentlemen,

I would also underline that TBS would only add comments that are showstoppers at this point.

As agreed by all departments, we want a document out and will not get hung up if it is at 80% and not 100%.

Thanks again to all of you for your dedication to this file.

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: Singh, Ram; TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>; Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
CC: BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>; Danagher, Dan; Zovatto, Claudia
Sent: Sun Jun 15 11:28:11 2008
Subject: RE: Draft SOR v 14 - GOC comments

RAM

You're not being by-passed, so don't worry, and all your desired changes will be incorporated. I had to cut it off somewhere. After I meet with PW on mon, the doc will be re-circulated to all so you can view the changes before it goes to translation.

ERIC

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Saturday, 14 June, 2008 14:32
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca; Todd.Lamb@rcmp-grc.gc.ca
Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull
Subject: Re: Draft SOR v 14 - GOC comments

Thanks Erik. I was not aware that I was being by-passed.

Great news and I am relieved that our senior management have been able to review the entire document and approved it

D Singh TBS

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: Singh, Ram; TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>; Gagnon, Alain;
Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
CC: BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>
Sent: Fri Jun 13 14:06:44 2008
Subject: RE: Draft SOR v 14 - GOC comments

Ram: Both Claudia and Dan Danagher (snr mgmnt at TBS) provided input that the document was good to go, and so it has been provided to PW.

There will however be opportunity for other changes though as I am meeting with PW next week to discuss some changes they wish to see, so not to worry if you have more changes you wish to make. I simply had to cut it off at some point.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Friday, 13 June, 2008 12:53
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca; Todd.Lamb@rcmp-grc.gc.ca
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; dantupling@rogers.com; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Draft SOR v 14 - GOC comments

Alain please brief me on monday and ensure that this document meets our requests - I appreciate that senior management of CF approved but I will not sign off if the government's requirements are not met D Singh TBS

-----Original Message-----

From: TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>
To: Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
CC: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; dantupling@rogers.com
<dantupling@rogers.com>
Sent: Fri Jun 13 10:19:29 2008
Subject: RE: Draft SOR v 14 - GOC comments

Todd/Alain,

We reviewed your comments and when appropriate & possible, tried to incorporate them into the vers 14a (which we completed yesterday) but without making any significant changes to a document that had received final approval from certain of the CF senior executives.

We also tried to clean up a few minor typos we discovered in the Vers14 from Wed. Finally, we spent considerable time yesterday revising Appendix 4 - especially the Preformatted Report-Templates .

While the latter are of considerable interest to the CF, they should also be of use to your organizations. Nevertheless, you may wish to consider adding some additional Report Templates responding to your orgs unique needs in the SOR version that eventually goes out with the RFP in 3-4 months.

Cdr Kahler is scheduled to meet with PWGSC to do a walk-through clarification of the SOR on Monday and it is hoped that by then, RCMP & GOC/NJC (TBS) will have "blessed" the current version of the SOR on the understanding that it is going to PWGSC in "Beta form" for PWGSC review/amendment prior to being sent to Industry in order to solicit questions, comments and suggestions from potential bidders.

I want to thank you both for your continuing efforts to bring this document to fruition and I hope that you are able to provide Cdr Kahler with assistance as he shortly

begins overseeing the Evaluation Criteria/Evaluation Plan drafting process begun by the DND/CF Procurement Team (I will be commencing 8 weeks of leave and sabbatical early next week).

Cdr Kahler will be acting as the Client/entity POC (point of contact) and I would ask that you address any retendering questions/comments to him, at least until my return in August.

Special thanks to you Todd for enduring this process for 8 months and for contributing so much in so many ways to the final result. Please pass along my thanks to Kent Cummings as well for his well-appreciated contribution to the process. I hope this close working relationship between the various client/entity stakeholders that developed in the very many hours spent working together in the past many months will continue throughout the retendering process.

Cheers
Dan

Major F.R. Dan Tupling
DIRP ASO
Director Integrated Relocation Program - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | (613) (996-0116) <mailto:Tupling.frd@forces.gc.ca>

-----Original Message-----

From: Alain.Gagnon@tbs-sct.gc.ca [mailto:Alain.Gagnon@tbs-sct.gc.ca]
Sent: Thursday, 12 June, 2008 15:41
To: Todd.Lamb@rcmp-grc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Draft SOR v 14 - GOC comments

Some minor comments provided.

<<DRAFT SOR v14 - 11 June 2008.doc>>

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Singh, Ram

From: Todd Lamb [Todd.Lamb@rcmp-grc.gc.ca]
Sent: June 19, 2008 11:10 AM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: RE: Letter to RLRS requesting transition plan

Thank you.

We will follow that process.

Regards,
Todd

>>> <Ram.Singh@tbs-sct.gc.ca> June 19, 2008 9:40 am >>>
Hi Todd! Alain is currently looking at what you have drafted and will definitely have some input too.

The practice is that both you and CF must come to TBS who in turn go to PWGSC. Please follow this process.

Thank you.

R

D. Ram Singh
Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program | Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

-----Original Message-----
From: Todd Lamb
Sent: June 18, 2008 3:40 PM
To: Singh, Ram; Gagnon, Alain
Cc: Todd Lamb
Subject: Letter to RLRS requesting transition plan

Good afternoon.

I am working from home today.

I drafted the attached yesterday. Please review it before I send it to Eric for his input.

Ram, who would be the one sending this letter to RLRS (TBS or PWGSC)?

Todd

Singh, Ram

From: Singh, Ram
Sent: June 19, 2008 11:24 AM
To: 'TUPLING.FRD@forces.gc.ca'; Todd.Lamb@rcmp-grc.gc.ca
Cc: Gagnon, Alain; Guylaine.Pare@rcmp-grc.gc.ca; Singh, Ram
Subject: RE: Regions

Importance: High

WE REQUIRE REGIONAL CONFIGURATIONS BECAUSE WE HAVE EMPLOYEES ACROSS CANADA AND WE REQUIRE SERVICE OFFICES REGIONALLY WITH A HQ. WE CANNOT HAVE ALL OF OUR EMPLOYEES FILES HANDLED IN ONE LOCATION. IT IS A MEANS OF CONVENIENCE AND WE REQUIRE THIS AS THE FEDERAL GOVERNMENT OF CANADA.

D. Ram Singh

Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program | Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: TUPLING.FRD@forces.gc.ca [mailto:TUPLING.FRD@forces.gc.ca]
Sent: June 19, 2008 11:14 AM
To: Todd.Lamb@rcmp-grc.gc.ca; Singh, Ram
Cc: Gagnon, Alain; Guylaine.Pare@rcmp-grc.gc.ca
Subject: Regions

The question has been raised about why we organized by regions and whether this is necessary for the new contract. Truth be told, we have no good justification except tradition.

Do you see any value in having RCMP/GOC services organized by Regions? Please let us know today.

Thanks.

Major F.R. Dan Tupling

DIRP ASO

Director Integrated Relocation Program - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:Tupling.frd@forces.gc.ca>

Singh, Ram

From: Singh, Ram
Sent: June 19, 2008 11:27 AM
To: 'TUPLING.FRD@forces.gc.ca'
Cc: 000035577@rcmp-grc.gc.ca; Gagnon, Alain; WHITEHEAD.AE@forces.gc.ca; Gagnon, Alain; KAHLER.EC@forces.gc.ca; Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca
Subject: RE: Locations of Personnel

Importance: High

We require regional configurations and we require services across Canada. For the majority of the time the current contractor has been able to fulfill this requirement since Canadians do require these services regardless of where they live or whether they are federal public servants. Please ensure that the SOR reflect the requirement for a registry of third party service providers across Canada.

THANK YOU.

D. Ram Singh

Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program | Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada, Secrétariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: TUPLING.FRD@forces.gc.ca [mailto:TUPLING.FRD@forces.gc.ca]
Sent: June 19, 2008 11:03 AM
To: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca
Cc: 000035577@rcmp-grc.gc.ca; Gagnon, Alain; WHITEHEAD.AE@forces.gc.ca; Gagnon, Alain; KAHLER.EC@forces.gc.ca
Subject: RE: Locations of Personnel

Ram/Todd,

Cdr Kahler and I are currently working on the SOR together. The reason we had requested this list is in order to provide the bidders an idea of the full range of where (which cities/locations) they will need to provide TPSP services and exceptions (i.e. cities/locations) where they are unable to set up local TPSP subcontracts.

It would be very much appreciated if you could provide us your best possible response asap.

Thanks.

Major F.R. Dan Tupling

DIRP ASO

Director Integrated Relocation Program - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:Tupling.frd@forces.gc.ca>

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Thursday, 19 June, 2008 09:46
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

Cc: 000035577@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
Todd.Lamb@rcmp-grc.gc.ca; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull;
Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca;
Ram.Singh@tbs-sct.gc.ca
Subject: RE: Locations of Personnel
Importance: High

The Federal government has employees across Canada so we expect services providers in all areas across Canada - there should be no change from the current contract so I do not understand why this is being asked now!

Public servants are in the North, South East and Western parts of Canada inclusive of all provinces and regions.

D. Ram Singh
Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program | Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: KAHLER.EC@forces.gc.ca [mailto:KAHLER.EC@forces.gc.ca]
Sent: June 18, 2008 5:06 PM
To: Singh, Ram
Cc: 000035577@rcmp-grc.gc.ca; Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca;
WHITEHEAD.AE@forces.gc.ca; TUPLING.FR@forces.gc.ca
Subject: Locations of Personnel

Is it possible for RCMP and TBS to give me a list of domestic locations where you have people situated? this is to assist the new Contractor with determining where he needs to set up TPSPs.

Andrew, Do you have same for CF?

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 18 June, 2008 15:43
To: mbonin@royalpage2.com
Cc: Bill.Troupe@pwgsc.gc.ca; Kahler Cdr EC@CMP DGCB@Ottawa-Hull;
000035577@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
Tamara.Chamberlain@pwgsc.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Tupling Maj
FRD@CMP DGCB@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca
Subject: Annual Symposium - IRP

Michel after serious consideration of the upcoming symposium to be held in 2009 I propose that we make some changes.

These changes would address the concerns that have surfaced as a result of the re-tender process. As we have discussed, most of us (GOC,CF and RCMP) in the technical area would be able to attend and make policy related presentations only.

As a result of this restrictive amount of participation I strongly recommend that we have the symposium in the national capital area which would serve to alleviate travel cost for limited participation

Thank you

D Ram Singh TBS
IRP Program Authority

Graham, Don

From: Singh, Ram
Sent: June 23, 2008 7:00 PM
To: Zovatto, Claudia; Stever, Linda
Cc: Gagnon, Alain; Ross, Sean; Prézeau-Legault, Colette
Subject: Re: NJC Relocation Committee

I will conclude all cyclical review work while I am on language training

-----Original Message-----

From: Zovatto, Claudia
To: Singh, Ram; Stever, Linda
CC: Gagnon, Alain; Ross, Sean; Prézeau-Legault, Colette
Sent: Mon Jun 23 18:49:46 2008
Subject: Re: NJC Relocation Committee

Linda,

At this point Alain remains represented as there are no appropriate empty excluded positions in which he could be assigned. I have had another person express interest in the NJC portion but I don't have any backup resources. Unfortunately, we will have a gap without TBS representation on the committee.

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

-----Original Message-----

From: Singh, Ram
To: Stever, Linda
CC: Gagnon, Alain; Ross, Sean; Zovatto, Claudia
Sent: Mon Jun 23 18:02:33 2008
Subject: Re: NJC Relocation Committee

This matter is with claudia not alain
R

-----Original Message-----

From: Stever, Linda
To: Singh, Ram
CC: Gagnon, Alain; Ross, Sean
Sent: Mon Jun 23 16:33:29 2008
Subject: NJC Relocation Committee

Hi Ram,

I am just following up on the recent meeting you had with Sean and I. Have you had an opportunity to discuss with Alain as to when the transition should take place with regards to his becoming a member of the NJC Relocation Committee while you are away in language training? We will inform the NJC accordingly. Thanks so much Ram.

Linda Stever

Senior Advisor | Conseiller principal
Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du
Canada Ottawa, Canada K1A 0R5
613-952-2977 | Linda.Stever@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3279

Graham, Don

From: Singh, Ram
Sent: June 23, 2008 7:02 PM
To: Zovatto, Claudia
Subject: Re: IRP SOR FINALLY!!

I said thanks

C u
R

-----Original Message-----

From: Zovatto, Claudia
To: Singh, Ram
Sent: Mon Jun 23 18:54:12 2008
Subject: Re: IRP SOR FINALLY!!

Please don't respond to this

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

-----Original Message-----

From: CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>
To: Singh, Ram; KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; Troupe, Bill: PWGSC; francine.deleseleuc@rcmp-grc.gc.ca <francine.deleseleuc@rcmp-grc.gc.ca>; alain.p.seguin@rcmp-grc.gc.ca <alain.p.seguin@rcmp-grc.gc.ca>; Danagher, Dan; Zovatto, Claudia; Ron.Charlebois@rcmp-grc.gc.ca <Ron.Charlebois@rcmp-grc.gc.ca>; BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>; Guylaine.Pare@rcmp-grc.gc.ca <Guylaine.Pare@rcmp-grc.gc.ca>; Kent.Cummings@rcmp-grc.gc.ca <Kent.Cummings@rcmp-grc.gc.ca>; Yves.Bacon@rcmp-grc.gc.ca <Yves.Bacon@rcmp-grc.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Thauvette, Jerome: PWGSC; Paquette, Pierre: PWGSC; Chamberlain, Tamara: PWGSC; MACKAY.KA@forces.gc.ca <MACKAY.KA@forces.gc.ca>; Fortier, Patricia: PWGSC; Gagnon, Alain; WHITEHEAD.AE@forces.gc.ca <WHITEHEAD.AE@forces.gc.ca>; Fisher.KW@forces.gc.ca <Fisher.KW@forces.gc.ca>; TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>; CHECK.SF@forces.gc.ca <CHECK.SF@forces.gc.ca>; COURSOL.JRJ@forces.gc.ca <COURSOL.JRJ@forces.gc.ca>; Mitton.T3@forces.gc.ca <Mitton.T3@forces.gc.ca>; WENEK.KW@forces.gc.ca <WENEK.KW@forces.gc.ca>; LEFORT.DE@forces.gc.ca <LEFORT.DE@forces.gc.ca>; WEADON.BM@forces.gc.ca <WEADON.BM@forces.gc.ca>; JARVIS.GE@forces.gc.ca <JARVIS.GE@forces.gc.ca>; SMITH.AM2@forces.gc.ca <SMITH.AM2@forces.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>
Sent: Mon Jun 23 18:51:03 2008
Subject: RE: IRP SOR FINALLY!!

Hi Ram,

Nice to hear from you! You are correct concerning the CF's intention to maintain their face-to-face interaction with their personnel however you have to understand, this is a historical relationship and the very fact they are considering a change to this process represents a significant change in position for them and one that will require a significant amount of effort to try to convince Seniors of the necessity for the change. With the results from the bidders on this requirement, Cdr Kahler may very well have the substantiation he requires to make this change a reality.

I to concur that contracting for a three year period, plus option years, is appropriate as it permits the contractor sufficient time to recoup their investment and still make a reasonable and justifiable profit.

One always needs to be mindful of verbiage. The primary role and functionality of PWGSC is Contract Management. They are the holders of the contract on behalf of the Crown with the Contractor. I believe it is an interpretation of "Management" by the OAG that is the cause of the misunderstanding. The OAG was referring to Contract

Administration. The administration is the monitoring of the contract requirements to ensure they are delivered IAW the contract where as Contract Management, is the dealing with the contractor to ensure compliance with the contract. The difference lies in who does what with whom. If the contractor does not comply with something in the contract, the client as part of their administration process, notifies PWGSC of the deficiency and PWGSC, in their functionality as Contract Managers, addresses the deficiency with the contractor. As there is no Procurement Authority on this requirement, it is quite easy to confuse the two functionalities as they are so closely intertwined.

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, 23 June, 2008 18:20
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Bill.Troupe@pwgsc.gc.ca;
francine.deleseleuc@rcmp-grc.gc.ca; alain.p.seguin@rcmp-grc.gc.ca;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca;
Ron.Charlebois@rcmp-grc.gc.ca; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin
M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull;
Guylaine.Pare@rcmp-grc.gc.ca; Kent.Cummings@rcmp-grc.gc.ca; Yves.Bacon@rcmp-grc.gc.ca;
Todd.Lamb@rcmp-grc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA; Pierre.Paquette@PWGSC.GC.CA;
Tamara.Chamberlain@pwgsc.gc.ca; Mackay
K@ADM(Mat) D Svc C@Ottawa-Hull; Patricia.Fortier@pwgsc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull; Tupling Maj
FRD@CMP DGCB@Ottawa-Hull; Check SF@CMP Compt CMP@Ottawa-Hull; Coursol LCol JRJ@CMP Compt
CMP@Ottawa-Hull; Mitton Col T@ADM(Fin CS) DMPAP@Ottawa-Hull; Wenek KW@CMP DGMP@Ottawa-
Hull; Lefort Col DE@CMP Compt CMP@Ottawa-Hull; Weadon RAdm BM@ADM(Fin CS)@Ottawa-Hull;
Jarvis GE@CRS@Ottawa-Hull; Smith Cmdre AM@CMP Asst CMP@Ottawa-Hull
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: IRP SOR FINALLY!!

The face to face counselling is what cF asked for. We originally suggested they not go this route and function as the rest but they said NO

I do not have problems with the 3 years thing

I am concerned with the document and suddenly CA having access to some things not as previous contracts. The responsibility chart at time of OAG PW clearly said they were not involved in management of the contract so I do not understand y the change now!

R

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; Bill.Troupe@pwgsc.gc.ca
<Bill.Troupe@pwgsc.gc.ca>; francine.deleseleuc@rcmp-grc.gc.ca <francine.deleseleuc@rcmp-
grc.gc.ca>; alain.p.seguin@rcmp-grc.gc.ca <alain.p.seguin@rcmp-grc.gc.ca>;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca
</C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca>;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca
</C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca>; Singh, Ram;
Ron.Charlebois@rcmp-grc.gc.ca <Ron.Charlebois@rcmp-grc.gc.ca>; BELOVICH.DM@forces.gc.ca
<BELOVICH.DM@forces.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>;
CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>; Guylaine.Pare@rcmp-grc.gc.ca
<Guylaine.Pare@rcmp-grc.gc.ca>; Kent.Cummings@rcmp-grc.gc.ca <Kent.Cummings@rcmp-
grc.gc.ca>; Yves.Bacon@rcmp-grc.gc.ca <Yves.Bacon@rcmp-grc.gc.ca>; Todd.Lamb@rcmp-
grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Jerome.Thauvette@PWGSC.GC.CA
<Jerome.Thauvette@PWGSC.GC.CA>; Pierre.Paquette@PWGSC.GC.CA
<Pierre.Paquette@PWGSC.GC.CA>; Tamara.Chamberlain@pwgsc.gc.ca
<Tamara.Chamberlain@pwgsc.gc.ca>; MACKAY.KA@forces.gc.ca <MACKAY.KA@forces.gc.ca>;
Patricia.Fortier@pwgsc.gc.ca <Patricia.Fortier@pwgsc.gc.ca>; Gagnon, Alain;
WHITEHEAD.AE@forces.gc.ca <WHITEHEAD.AE@forces.gc.ca>; Fisher.KW@forces.gc.ca

<Fisher.KW@forces.gc.ca>; TUPLING.FR@forces.gc.ca <TUPLING.FR@forces.gc.ca>;
CHECK.SF@forces.gc.ca <CHECK.SF@forces.gc.ca>; COURSOL.JRJ@forces.gc.ca
<COURSOL.JRJ@forces.gc.ca>; Mitton.T3@forces.gc.ca <Mitton.T3@forces.gc.ca>;
WENEK.KW@forces.gc.ca <WENEK.KW@forces.gc.ca>; LEFORT.DE@forces.gc.ca
<LEFORT.DE@forces.gc.ca>; WEADON.BM@forces.gc.ca <WEADON.BM@forces.gc.ca>;
JARVIS.GE@forces.gc.ca <JARVIS.GE@forces.gc.ca>; SMITH.AM2@forces.gc.ca <SMITH.AM2
@forces.gc.ca>; STEPHENS.LD@forces.gc.ca <STEPHENS.LD@forces.gc.ca>
Sent: Mon Jun 23 14:57:55 2008
Subject: IRP SOR FINALLY!!

The enclosed version 20 is the final revision of the SOR to be provided PWGSC in preparation for translation and furtherance to RFI. Prior to releasing the document to industry there will be an opportunity for update on the business volumes. Following the RFI, there will be a further opportunity to update/modify the document prior to the Request for Proposal being released.

It is recommended that the length of this contract be for only three years with options for two additional years. The reason for this is that the Household Goods and Removal Services Contract expires in 2012, and we may wish at that time to link the two Contracts. At least if we plan it that way, we can take advantage of that window of opportunity, whether we go through that window is up to us, (or our replacements). Similarly a three year contract may be a suitable off-ramp if deemed appropriate, particularly if the CF were to deem it appropriate to repatriate this service in-house, (but that is a concept for a whole other discussion).

Of note, is that this SOR is radically different from anything used for any of the three previous contract tenderings for IRP. Also, of note is that the perspective Contractors will be required to propose alternative ways of doing business. For example, why does the CF do the majority of their moves by face to face consult, when the RCMP and GOC do ALL of their moves by call centre? The cost savings of a call centre vice face to face for the CF may be significant and may be worthy of making the switch, providing the level of service is not compromised. Nothing would of course be done without a business case being made to the appropriate levels within DND and the CF.

Submitted for your review.
<<DRAFT SOR V 20 23 JUN 08.doc>>

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

> -----Original Message-----

> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Friday, 20 June, 2008 16:59
> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; 'Bill Troupe'; 'francine.deleseleuc@rcmp-grc.gc.ca'; 'alain.p.seguin@rcmp-grc.gc.ca'; 'Dan Danagher (TBS.SCT)'; 'Claudia Zovatto (TBS.SCT)'; 'Ram Singh'; 'Ron Charlebois'; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; 'Guylaine Pare'; 'Kent Cummings'; 'Yves Bacon'; 'Todd Lamb'; 'Jérôme Thauvette'; 'Pierre Paquette'; 'Tamara Chamberlain'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; 'Patricia Fortier'; 'Alain.Gagnon@tbs-sct.gc.ca'; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Subject: RE: APPROVED IRP SOR DOCUMENT

>
> Last week I provided PWGSC the "client approved" version of the SOR. On Mon and Tues this document was thoroughly reviewed jointly by PWGSC, the procurement team rep and me (Client Group Rep). After extensive revision, the enclosed document is now finally ready to be returned to PWGSC for progression to the RFI. There remain some changes to be made wrt the business volumes for the CF at specific locations. Other than that it is complete, and may only need some minor formatting changes.

>
> After reveiw, if you have further comments on this document, please refer them direct to me.

>

> Thank-you.
>
>
> << File: DRAFT SOR v19 - 20 June 2008.doc >>
>
>
> Eric Kahler
> Commander
> Director Relocation Business Management CF Integrated Relocation
> Program
> 613-996-1874
>
> -----Original Message-----
> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Friday, 13 June, 2008 10:24
> To: 'Bill Troupe'; 'francine.deleseleuc@rcmp-grc.gc.ca'; 'alain.p.seguin@rcmp-
grc.gc.ca'; 'Dan Danagher (TBS.SCT)'; 'Claudia Zovatto (TBS.SCT)'; 'Ram Singh'; 'Ron
Charlebois'; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc
Svc@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; 'Guylaine Pare'; 'Kent
Cummings'; 'Yves Bacon'; 'Todd Lamb'; 'J> érôme Thauvette'; 'Pierre Paquette'; 'Tamara
Chamberlain'; Mackay K@ADM(Mat) D.Svc C@Ottawa-Hull; 'Patricia Fortier';
'Alain.Gagnon@tbs-sct.gc.ca'; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP
DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Subject: APPROVED IRP SOR DOCUMENT
> Importance: High
>
> << File: DRAFT SOR v14a - 12 June 2008.doc >>
>
> I just received this morning the last of the approvals for the attached SOR. This e-
mail serves to provide formal copy to PWGSC that this document is complete from the
client and procurement team's perspective. It is understood that PWGSC will conduct
further review and will require additional changes to the document before it goes to RFI.
>
> Once those changes are complete, the document will go to translation and for further
progression. Those changes are expected to be made early next week at a mtg to be
arranged by PWGSC. Anticipate participation will be Bill Troupe, Tamara Chamberlain, Cdr
Kahler, and if avail Ken Campbell.
>
> Once again, thanks to all for a tremendous amount of work and dedicated effort to get
the document in its present format.
>
> Eric Kahler
> Commander
> Director Relocation Business Management CF Integrated Relocation
> Program
> 613-996-1874
>

Singh, Ram

From: KAHLER.EC@forces.gc.ca
Sent: June 24, 2008 8:38 AM
To: Singh, Ram
Subject: RE: IRP SOR FINALLY!!

Take your concerns up with me offline please.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, 23 June, 2008 18:20
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Bill.Troupe@pwgsc.gc.ca;
francine.deleseleuc@rcmp-grc.gc.ca; alain.p.seguin@rcmp-grc.gc.ca;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca;
Ron.Charlebois@rcmp-grc.gc.ca; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin
M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull;
Guylaine.Pare@rcmp-grc.gc.ca; Kent.Cummings@rcmp-grc.gc.ca; Yves.Bacon@rcmp-grc.gc.ca;
Todd.Lamb@rcmp-grc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA; Pierre.Paquette@PWGSC.GC.CA;
Tamara.Chamberlain@pwgsc.gc.ca; Mackay
K@ADM(Mat) D Svc C@Ottawa-Hull; Patricia.Fortier@pwgsc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull; Tupling Maj
FRD@CMP DGCB@Ottawa-Hull; Check SF@CMP Compt CMP@Ottawa-Hull; Coursol LCol JRJ@CMP Compt
CMP@Ottawa-Hull; Mitton Col T@ADM(Fin CS) DMPAP@Ottawa-Hull; Wenek KW@CMP DGMP@Ottawa-
Hull; Lefort Col DE@CMP Compt CMP@Ottawa-Hull; Weadon RAdm BM@ADM(Fin CS)@Ottawa-Hull;
Jarvis GE@CRS@Ottawa-Hull; Smith Cmdre AM@CMP Asst CMP@Ottawa-Hull
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: IRP SOR FINALLY!!

The face to face counselling is what cF asked for. We originally suggested they not go this route and function as the rest but they said NO

I do not have problems with the 3 years thing

I am concerned with the document and suddenly CA having access to some things not as previous contracts. The responsibility chart at time of OAG PW clearly said they were not involved in management of the contract so I do not understand y the change now!

R

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; Bill.Troupe@pwgsc.gc.ca
<Bill.Troupe@pwgsc.gc.ca>; francine.deleseleuc@rcmp-grc.gc.ca <francine.deleseleuc@rcmp-
grc.gc.ca>; alain.p.seguin@rcmp-grc.gc.ca <alain.p.seguin@rcmp-grc.gc.ca>;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca
</C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca>;
/C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca
</C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Zovatto/G=Claudia@pwgsc.gc.ca>; Singh, Ram;
Ron.Charlebois@rcmp-grc.gc.ca <Ron.Charlebois@rcmp-grc.gc.ca>; BELOVICH.DM@forces.gc.ca
<BELOVICH.DM@forces.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>;
CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>; Guylaine.Pare@rcmp-grc.gc.ca
<Guylaine.Pare@rcmp-grc.gc.ca>; Kent.Cummings@rcmp-grc.gc.ca <Kent.Cummings@rcmp-
grc.gc.ca>; Yves.Bacon@rcmp-grc.gc.ca <Yves.Bacon@rcmp-grc.gc.ca>; Todd.Lamb@rcmp-
grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Jerome.Thauvette@PWGSC.GC.CA
<Jerome.Thauvette@PWGSC.GC.CA>; Pierre.Paquette@PWGSC.GC.CA

<Pierre.Paquette@PWGSC.GC.CA>; Tamara.Chamberlain@pwgsc.gc.ca
<Tamara.Chamberlain@pwgsc.gc.ca>; MACKAY.KA@forces.gc.ca <MACKAY.KA@forces.gc.ca>;
Patricia.Fortier@pwgsc.gc.ca <Patricia.Fortier@pwgsc.gc.ca>; Gagnon, Alain;
WHITEHEAD.AE@forces.gc.ca <WHITEHEAD.AE@forces.gc.ca>; Fisher.KW@forces.gc.ca
<Fisher.KW@forces.gc.ca>; TUPLING.FRD@forces.gc.ca <TUPLING.FRD@forces.gc.ca>;
CHECK.SF@forces.gc.ca <CHECK.SF@forces.gc.ca>; COURSOL.JRJ@forces.gc.ca
<COURSOL.JRJ@forces.gc.ca>; Mitton.T3@forces.gc.ca <Mitton.T3@forces.gc.ca>;
WENEK.KW@forces.gc.ca <WENEK.KW@forces.gc.ca>; LEFORT.DE@forces.gc.ca
<LEFORT.DE@forces.gc.ca>; WEADON.BM@forces.gc.ca <WEADON.BM@forces.gc.ca>;
JARVIS.GE@forces.gc.ca <JARVIS.GE@forces.gc.ca>; SMITH.AM2@forces.gc.ca <SMITH.AM2
@forces.gc.ca>; STEPHENS.LD@forces.gc.ca <STEPHENS.LD@forces.gc.ca>
Sent: Mon Jun 23 14:57:55 2008
Subject: IRP SOR FINALLY!!

The enclosed version 20 is the final revision of the SOR to be provided PWGSC in preparation for translation and furtherance to RFI. Prior to releasing the document to industry there will be an opportunity for update on the business volumes. Following the RFI, there will be a further opportunity to update/modify the document prior to the Request for Proposal being released.

It is recommended that the length of this contract be for only three years with options for two additional years. The reason for this is that the Household Goods and Removal Services Contract expires in 2012, and we may wish at that time to link the two Contracts. At least if we plan it that way, we can take advantage of that window of opportunity, whether we go through that window is up to us, (or our replacements). Similarly a three year contract may be a suitable off-ramp if deemed appropriate, particularly if the CF were to deem it appropriate to repatriate this service in-house, (but that is a concept for a whole other discussion).

Of note, is that this SOR is radically different from anything used for any of the three previous contract tenderings for IRP. Also, of note is that the perspective Contractors will be required to propose alternative ways of doing business. For example, why does the CF do the majority of their moves by face to face consult, when the RCMP and GOC do ALL of their moves by call centre? The cost savings of a call centre vice face to face for the CF may be significant and may be worthy of making the switch, providing the level of service is not compromised. Nothing would of course be done without a business case being made to the appropriate levels within DND and the CF.

Submitted for your review.
<<DRAFT SOR V 20 23 JUN 08.doc>>

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

> -----Original Message-----
> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Friday, 20 June, 2008 16:59
> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; 'Bill Troupe'; 'francine.deleseleuc@rcmp-grc.gc.ca'; 'alain.p.seguin@rcmp-grc.gc.ca'; 'Dan Danagher (TBS.SCT)'; 'Claudia Zovatto (TBS.SCT)'; 'Ram Singh'; 'Ron Charlebois'; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; 'Guylaine Pare'; 'Kent Cummings'; 'Yves Bacon'; 'Todd Lamb'; 'Jérôme Thauvette'; 'Pierre Paquette'; 'Tamara Chamberlain'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; 'Patricia Fortier'; 'Alain.Gagnon@tbs-sct.gc.ca'; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Subject: RE: APPROVED IRP SOR DOCUMENT
>
> Last week I provided PWGSC the "client approved" version of the SOR. On Mon and Tues this document was thoroughly reviewed jointly by PWGSC, the procurement team rep and me (Client Group Rep). After extensive revision, the enclosed document is now finally ready to be returned to PWGSC for progression to the RFI. There remain some changes to be made wrt the business volumes for the CF at specific locations. Other than that it is complete, and may only need some minor formatting changes.

>
> After reveiw, if you have further comments on this document, please refer them direct
to me.
>
> Thank-you.
>
>
> << File: DRAFT SOR v19 - 20 June 2008.doc >>
>
>
> Eric Kahler
> Commander
> Director Relocation Business Management CF Integrated Relocation
> Program
> 613-996-1874
>
> -----Original Message-----
> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Friday, 13 June, 2008 10:24
> To: 'Bill Troupe'; 'francine.deleseleuc@rcmp-grc.gc.ca'; 'alain.p.seguin@rcmp-
grc.gc.ca'; 'Dan Danagher (TBS.SCT)'; 'Claudia Zovatto (TBS.SCT)'; 'Ram Singh'; 'Ron
Charlebois'; Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc
Svc@Ottawa-Hull; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; 'Guylaine Pare'; 'Kent
Cummings'; 'Yves Bacon'; 'Todd Lamb'; 'J> érôme Thauvette'; 'Pierre Paquette'; 'Tamara
Chamberlain'; Mackay K@ADM(Mat) D Svc C@Ottawa-Hull; 'Patricia Fortier';
'Alain.Gagnon@tbs-sct.gc.ca'; Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Fisher Maj KW@CMP
DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Subject: APPROVED IRP SOR DOCUMENT
> Importance: High
>
> << File: DRAFT SOR v14a - 12 June 2008.doc >>
>
> I just received this morning the last of the approvals for the attached SOR. This e-
mail serves to provide formal copy to PWGSC that this document is complete from the
client and procurement team's perspective. It is understood that PWGSC will conduct
further review and will require additional changes to the document before it goes to RFI.
>
> Once those changes are complete, the document will go to translation and for further
progression. Those changes are expected to be made early next week at a mtg to be
arranged by PWGSC. Anticipate participation will be Bill Troupe, Tamara Chamberlain, Cdr
Kahler, and if avail Ken Campbell.
>
> Once again, thanks to all for a tremendous amount of work and dedicated effort to get
the document in its present format.
>
> Eric Kahler
> Commander
> Director Relocation Business Management CF Integrated Relocation
> Program
> 613-996-1874
>

Singh, Ram

From: KAHLER.EC@forces.gc.ca
Sent: June 24, 2008 8:40 AM
To: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; kd@forces.gc.ca; Bill.Troupe@pwgsc.gc.ca; Gagnon, Alain
Subject: RE: FW: FW: Letter to RLRS requesting transition plan

Good, because Todd and Alain are doing up the letter.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, 23 June, 2008 18:43
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Todd.Lamb@rcmp-grc.gc.ca; kd@forces.gc.ca; Bill.Troupe@pwgsc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: FW: FW: Letter to RLRS requesting transition plan

I fully support this
R

-----Original Message-----

From: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>
To: Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; kd@forces.gc.ca <kd@forces.gc.ca>; Bill.Troupe@pwgsc.gc.ca <Bill.Troupe@pwgsc.gc.ca>; Gagnon, Alain; Singh, Ram
Sent: Mon Jun 23 09:52:29 2008
Subject: RE: FW: FW: Letter to RLRS requesting transition plan

My thought was we would ask for their transition plan, and give them a skeleton of some of the bigger things we wanted them to consider.

Eric Kahler
Commander
Director Relocation Business Management
CF Integrated Relocation Program
613-996-1874

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]
Sent: Friday, 20 June, 2008 09:25
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Ken Campbell; Bill.Troupe@pwgsc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: FW: FW: Letter to RLRS requesting transition plan

Good morning.

My recollection was that we wanted to be as clear as possible and disclose all the issues that we discussed. There is no time for back and forth until they finally address everything.

Our list of concerns was not to be the only things that they are to address in their transition plan.

Todd

>>> <Alain.Gagnon@tbs-sct.gc.ca> June 20, 2008 9:05 am >>>

Todd,

I believe we had discussed that we should just give them a skeleton of topics we (for sure) wanted to see in there and let them give us the big picture, so we might get aspects we didn't even thought about during our meeting, as if we give them all what we want to see, they probably will only focus on the points provided and not amplify.

That was my understanding: us going with a letter to tell them to give us their TP, here are some of our concerns (skeleton of what was on the board) and we want this by September x 2008.

What's the consensus on this from others?

Al

Alain Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
 administratives Labour Relations & Compensation Operations | Relations de travail et
 opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
 du Trésor du Canada Ottawa, Canada K1A 0R5
 613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur
 613-952-3002

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]

Sent: June 20, 2008 8:49 AM

To: Gagnon, Alain

Cc: Singh, Ram

Subject: Fwd: FW: Letter to RLRS requesting transition plan

Good morning.

I was (and am) under the impression that we were going to state all the points that we raised at the meeting on Tuesday.

Why wouldn't we come right out and state what we are after?

Todd

>>> Todd Lamb

June 19, 2008 8:25 pm >>>

----- Forwarded Message

From: <Alain.Gagnon@tbs-sct.gc.ca>

Date: Thu, 19 Jun 2008 14:34:07 -0400

To:

Cc: <Ram.Singh@tbs-sct.gc.ca>

Subject: RE: Letter to RLRS requesting transition plan

Todd,

I did some changes to the letter. Take a look at it and adjust if needed. I went with the mindset that we had agreed, at the meeting, to give them as little info as possible, just bits and pieces, to see what they would come up with, so we can re-adjust theirs, by adding or deleting things we wanted or didn't want. I personally would prefer if we only offered the minimum and the (big picture) of what we want them to address in their TP.

I would also think that we should go with a strong finish, reminding them of the importance of this TP and ensuring a smooth and uneventful transition.

Just my thoughts.

We could possibly pass it to CF and PWGSC to see what they think.

Alain.

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

-----Original Message-----

From: Todd Lamb

Sent: June 18, 2008 3:40 PM

To: Singh, Ram; Gagnon, Alain

Cc: Todd Lamb

Subject: Letter to RLRS requesting transition plan

Good afternoon.

I am working from home today.

I drafted the attached yesterday. Please review it before I send it to Eric for his input.

Ram, who would be the one sending this letter to RLRS (TBS or PWGSC)?

Todd

----- End of Forwarded Message

As per section 7.8.2.2 of the current contract between the government of Canada (GOC) and the existing Contractor, a detailed transition plan must be provided to the Project Authority, for review and approval at least three (3) months prior to the commencement of the new contract. Therefore, the current Contractor is hereby requested to submit their proposed Transition Plan, to the Project Authority (PA), by the close of business Friday September x, 2008.

In preparing the transition plan, we would also ask that you elaborate on your intentions to handle the following factors as they are considered areas of concern by the PA and the delegated Departmental authority:

- Accountability:
 - Transfer of active and completed files
 - Cut off procedures for invoices, expense claims, advances to/from Third Party Service Providers (TPSP),
 - Closing of the ZBA.
- Personnel:
 - Maintain ability to provide required level of service,
 - Retention Plan,
 - Communication Plan.
- Logistics:
 - Transfer of data in a usable format,
 - Transfer of data dictionary for the database.

(I think we should have a strong closing, stressing on importance of this Transition Plan for a successful and smooth transition)

Should you have any questions regarding the above issues, please contact me.

Singh, Ram

From: BELOVICH.DM@forces.gc.ca
Sent: July 9, 2008 2:57 PM
To: Zovatto, Claudia; francine.deleseleuc@rcmp-grc.gc.ca
Cc: Gagnon, Alain; Danagher, Dan; Singh, Ram; KAHLER.EC@forces.gc.ca
Subject: Re: IRP contracting process

Claudia,

Good-to-go fm a CF perspective.

Dave

Col DM Belovich, DGCB/DGRAS (fm Blackberry) 613-698-5043

Sent from my wireless handheld device / Transmis de mon appareil portable

----- Original Message -----

From: Claudia.Zovatto@tbs-sct.gc.ca <Claudia.Zovatto@tbs-sct.gc.ca>
To: francine.deleseleuc@rcmp-grc.gc.ca <francine.deleseleuc@rcmp-grc.gc.ca>; Belovich Col DM@CMP DGCB@Ottawa-Hull
Cc: Alain.Gagnon@tbs-sct.gc.ca <Alain.Gagnon@tbs-sct.gc.ca>; Dan.Danagher@tbs-sct.gc.ca <Dan.Danagher@tbs-sct.gc.ca>; Ram.Singh@tbs-sct.gc.ca <Ram.Singh@tbs-sct.gc.ca>
Sent: Wed Jul 09 14:15:47 2008
Subject: IRP contracting process

Colleagues,

As you know, I have been asked to sign the 9200 for the IRP Contract. As discussed during our last meeting in my office, we want to ensure that all responsibilities towards this process are shared equally amongst the three players directly involved. Therefore, I will be signing the 9200 form as submitted by the Contracting Authority; however, I would like to receive your acknowledgement that I am in fact signing this on your behalf, thus understanding that we share all responsibilities vis-à-vis the IRP Contract procedures. PWGSC will then also be properly notified that all three organizations are jointly the client.

Thank you for your collaboration,

Claudia Zovatto

Senior Director | Directrice principale

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-952-2027 | NEW Claudia.Zovatto @tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Singh, Ram

From: Francine Deleseleuc [Francine.Deleseleuc@rcmp-grc.gc.ca]
Sent: July 10, 2008 3:35 PM
To: BELOVICH.DM@forces.gc.ca; Zovatto, Claudia
Cc: Gagnon, Alain; Danagher, Dan; Singh, Ram
Subject: Re: IRP contracting process

Claudia,

You have the approval from the RCMP.

Francine

>>> <Claudia.Zovatto@tbs-sct.gc.ca> 7/9/2008 2:15 PM >>>

Colleagues,

As you know, I have been asked to sign the 9200 for the IRP Contract. As discussed during our last meeting in my office, we want to ensure that all responsibilities towards this process are shared equally amongst the three players directly involved. Therefore, I will be signing the 9200 form as submitted by the Contracting Authority; however, I would like to receive your acknowledgement that I am in fact signing this on your behalf, thus understanding that we share all responsibilities vis-à-vis the IRP Contract procedures. PWGSC will then also be properly notified that all three organizations are jointly the client.

Thank you for your collaboration,

Claudia Zovatto
Senior Director | Directrice principale
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-2027 | NEW Claudia.Zovatto @tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Graham, Don

From: Singh, Ram
Sent: July 14, 2008 11:09 AM
To: Gagnon, Alain
Cc: Ross, Sean; Zovatto, Claudia; Singh, Ram
Subject: Fw: Relocation total expenditures

Attachments: IRP Costs April 2005 to March 2006 v2.xls

Alain plz give sean the total expenses figure from this report

Thnks
R

-----Original Message-----

From: Michel Bonin <MBonin@royallegepage2.com>
To: Singh, Ram
CC: Eliane Savard <esavard@royallegepage2.com>
Sent: Thu Jul 10 13:13:47 2008
Subject: Re: Relocation total expenditures

Hi Ram:



IRP Costs April
2005 to March ...

Please find attached the report as requested.

Let me know if I can be of further assistance.

Best regards,

Michel

>>> <Ram.Singh@tbs-sct.gc.ca> 3:48 pm July 9, 2008 >>>
Yes thanks - the annual cost

-----Original Message-----

From: Michel Bonin <MBonin@royallegepage2.com>
To: Singh, Ram
Sent: Wed Jul 09 15:46:10 2008
Subject: Re: Relocation total expenditures

All costs for all departments?

M=

>>> <Ram.Singh@tbs-sct.gc.ca> 3:36 pm July 9, 2008 >>>
Can u plz give me the cost for the period he is talking about below - total cost for
relo:
Ram, would you happen to have the figures for fiscal year 2005-2006?

**Pages 41 to / à 58
are withheld pursuant to sections
sont retenues en vertu des articles**

20(1)(b), 20(1)(c)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Graham, Don

From: Singh, Ram
Sent: July 17, 2008 10:56 AM
To: Zovatto, Claudia; Ross, Sean
Cc: Singh, Ram; Gagnon, Alain
Subject: Relo - cyclical review

The good news is that the review has been completed

The directive is now to be prepared in format, edited and translated. Then it goes fwd to the exec C.

In the interim a communique will be released announcing the sale assistance of 10% for represented employees. That is in drafting mode then has to be finalized then sent fwd to exec C.

Next monday I start French language training but until then I am working on some other docs.

Biggest gain is that the Bas reduced the relo period from 2 years to one year with the PA tasked with considerations for any extensions which have to be justifiable.

The BAs also inserted text about cash incentives by 3rd party service providers which are to be turned over if depts pay the expense such as real estate commission.

Singh, Ram

From: Gagnon, Alain
Sent: July 21, 2008 11:14 AM
To: Singh, Ram
Subject: RE: VERY URGENT SRCL (DPM Secur file number 08-600)

I Just need to get it agreed by our Security section.

Alain.

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Singh, Ram
Sent: July 21, 2008 10:12 AM
To: 'Bill.Troupe@pwgsc.gc.ca'; 'CAMPBELL.KD@forces.gc.ca'
Cc: 'Bedard.C6@forces.gc.ca'; 'kahler.ec@forces.gc.ca'; 'Todd.Lamb@rcmp-grc.gc.ca';
Gagnon, Alain; 'Tamara.Chamberlain@pwgsc.gc.ca'; 'BELOVICH.DM@forces.gc.ca'; Zovatto,
Claudia; 'Pierre.Paquette@PWGSC.GC.CA'; 'Jerome.Thauvette@PWGSC.GC.CA'; Danagher, Dan;
'Francine.Deleseleuc@rcmp-grc.gc.ca'
Subject: Re: VERY URGENT SRCL (DPM Secur file number 08-600)

Alain I can drop in and sign off - drop me a line R

-----Original Message-----

From: Bill Troupe <Bill.Troupe@pwgsc.gc.ca>
To: CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>
CC: Bedard.C6@forces.gc.ca <Bedard.C6@forces.gc.ca>; KAHLER.EC@forces.gc.ca
<KAHLER.EC@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Gagnon,
Alain; Singh, Ram; Tamara Chamberlain <Tamara.Chamberlain@pwgsc.gc.ca>;
BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>; Zovatto, Claudia; Pierre Paquette
<Pierre.Paquette@PWGSC.GC.CA>; Jérôme Thauvette <Jerome.Thauvette@PWGSC.GC.CA>; Danagher,
Dan; Francine.Deleseleuc@rcmp-grc.gc.ca <Francine.Deleseleuc@rcmp-grc.gc.ca>
Sent: Fri Jul 18 12:14:56 2008
Subject: FW: VERY URGENT SRCL (DPM Secur file number 08-600)

Ken,

Many thanks for your efforts to expedite this important document. This is very much appreciated.

For TBS (Alain): This DND SRCL is now forwarded for finalization of the official IRP SRCL, representing Client Department Security Requirements. The official IRP SRCL must be approved by TBS and forwarded to PWGSC at your earliest opportunity. Your most timely attention to this matter would be appreciated.

Many thanks to all concerned for your continued support and assistance.

Regards,

W.J. (Bill) Troupe, CD
Manager / Gestionnaire,
Project Delivery Services Division / Division des services de réalisation des projets,

Professional Services Procurement Directorate / Direction de l'Acquisition des Services Professionnels, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

-----Original Message-----

From: CAMPBELL.KD@forces.gc.ca [mailto:CAMPBELL.KD@forces.gc.ca]
Sent: Friday, July 18, 2008 11:49 AM
To: Bill Troupe
Cc: Bedard.C6@forces.gc.ca
Subject: FW: VERY URGENT SRCL (DPM Secur file number 08-600)
Importance: High

Good morning Bill,

The approved SRCL and Guidelines for the IRP re-contracting is attached below in the e-mail from DPM Secur to Ms Carroll of PWGSC. I do not know if I am required to do anything else in this matter so, please advise if additional action on my part is required. Cheers

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

> -----Original Message-----

> From: Murray D@VCDS DPM Secur@Ottawa-Hull
> Sent: Friday, 18 July, 2008 11:38
> To: 'Mary-Anne.Carroll@pwgsc.gc.ca'
> Cc: Campbell KD@ADM(Mat) DCPS@Ottawa-Hull
> Subject: VERY URGENT SRCL (DPM Secur file number 08-600)
> Importance: High

> Mary-Anne. Please find attached a very urgent SRCL for DND's relocation program. There cannot be break in service with this one because if the contract stops we won't be able to post any of our military personnel or reimburse them for any expenses they may incur during their travels.

> Your cooperation in treating this one as URGENT is greatly appreciated.

> Please do not hesitate to contact me should you need any clarification.

> > <<SRCL24062070410.pdf>>

> Thanks.

> Dawn Murray
> DPM Secur/Corporate Security
> SRCL Team Leader

> 2200 Walkley Road
> Ottawa, On
> K1A 0K2

> Ph: (613) 949-1036
> Fax: (613) 949-1069

2105-5-08-600(DPM Secur 3)

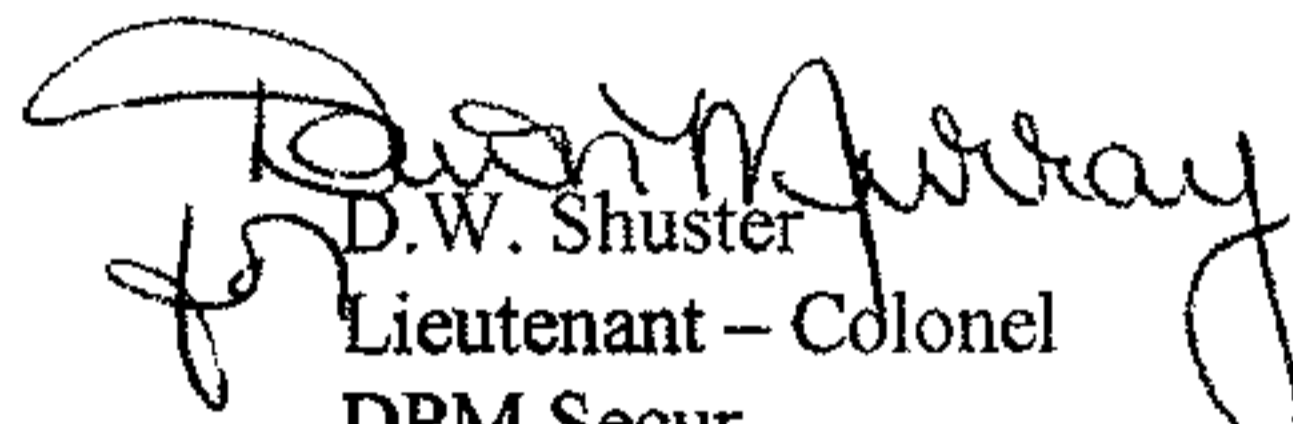
July 18, 2008

DCPS – K.D. Campbell

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
FOR CD 24062-07-0410**

References: A. SRCL 24062-07-0410, 9 Jul 08
B. National Defence Security Policy (NDSP), Chapter 44

1. The SRCL at ref A has been reviewed, and the applicable departmental security guide has been attached for your consideration. The guide outlines the appropriate departmental security instructions necessary for the protection of Classified/Protected information/assets that are related to this contract.
2. The original SRCL must be attached as ANNEX A to the PWGSC contract document. On page one, paragraph one of the contract document reference is to be made to the SRCL. **No changes** to the SRCL are permitted without prior consultation with DPM Secur 3.
3. Additional inquiries concerning the security guide attached to this SRCL may be directed to my SRCL Team Lead, **Mrs. Dawn Murray**, (613) 949-1036.


D.W. Shuster
Lieutenant – Colonel
DPM Secur
(613) 949-1118

Enclosure:

08-0600



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 24062-07-410
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction CMP/DGCB
--	---

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
--	---

4. Brief Description of Work / Brève description du travail
To provide assistance to persons and their families when being transferred within or outside of Canada including administrative and physical needs e.g. selection of new living arrangements, disposal of current living arrangements, the transfer of household goods and advise on the ramifications of decisions made by the transferee.

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?
 No / Non Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?
 No / Non Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?
 (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)
 No / Non Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.
 No / Non Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?
 No / Non Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat 24062-07-0410
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? No Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets? No Yes
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work? No Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

No Yes
 Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? No Yes
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

No Yes
 Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? No Yes
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? Non Oui

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? Non Oui

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

24062-07-0410

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Summary chart table with columns for Category, Protected, Classified, NATO, and COMSEC. Rows include Information/Assets, Production, IT Media, and IT Link.

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No/Non Yes/Oui checkboxes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No/Non Yes/Oui checkboxes

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 24062-07-0410
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Cdr EC Kahler	Title - Titre Director Relocation Program	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-996-1874	Facsimile No. - N° de télécopieur 613-992-3220	E-mail address - Adresse courriel Kahler Cdr EC@CMP DGCB@Ottawa-Hull
		Date 9 Jul 9, 2008

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Dawn Murray	Title - Titre SRCL TEAM LEADER	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-949-1036	Facsimile No. - N° de télécopieur 613-949-1069	E-mail address - Adresse courriel MURRAY.DM2@forw.gov
		Date 18 Jul 08

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Security Classification / Classification de sécurité
--

UNCLASSIFIED

Security Guide To 24062-07-0410

- PROTECTED information and assets exchanged or generated in connection with this procurement will be used, transmitted and safeguarded in accordance with the Government Security Policy and procedures which, for Contractor personnel working on their own sites are contained in the Industrial Security Manual. Contractor personnel working on DND sites shall abide by the National Defence Security Policy (NDSP) and the National Defence Security Instructions (NDSI) as well as any Information Technology publications that may apply. DND Unit Security Supervisors are responsible to brief Contractor employees on these policies and any other security instructions/policies as required. Foreign Contractors will abide by their Governments' national security regulations and/or bilateral agreements MOU.
- Prior to allowing any access to PROTECTED information, assets, or secure premises, confirmation of Contractor personnel's security clearances must be forwarded on a Visit Clearance Request through the Canadian and International Industrial Security Division (CIISD) of Public Works & Government Services Canada (PWGSC) for approval, and bear the name of this contract/project/program/contract number and the Project Officer.
- Contractor personnel requiring access to the National Defence Wide Area Network (DWAN) must be registered and cleared to the requisite level with the Canadian International Industrial Security Directorate – Controlled Goods Program (CGP), prior to being given a network account.
- Computer Link: The contractor is required to agree to the 'Contractor Information System Connectivity Criteria' (attached) and provide the required IS topology of their system to the DND Project Information System Security Officer (ISSO), and to the Industrial Security Division (ISD) at PWGSC. The DND Project ISSO shall include the criteria verification as part of the certificate and accreditation package submitted to Director IM Security.
- PROTECTED documents and/or assets, which require transmittal between National Defence and the Contractor(s), will be co-ordinated through approved official channels. Sensitive information transactions within Canada may be forwarded directly to the Company Security Officer, or designated alternate. A copy of the document transmittal form must be provided to the Document Control Section of the Canadian and International Industrial Security Directorate (CIISD), of the Department of Public Works and Government Services Canada (PWGSC) to the following address;

Public Works and Government Services Canada
Canadian and International Industrial Security Directorate
Document Control Section
2745 Iris St.
Ottawa, Ontario (CANADA)
K1A 0S5

However, **foreign PROTECTED information and/or any sensitive information to be sent to a foreign company** must be shipped through Government-to-Government channels via CIISD/PWGSC.

- All PROTECTED documents, reports, systems and/or assets developed and extensions thereto under any tasking relating to this contract shall not be reproduced or divulged/disseminated to a third party without the prior written permission of DND. Improper or unauthorized disclosure of this information may constitute an offence under the Security of Information Act.
- Subcontracts containing security requirements are prohibited without the prior written authority of CIISD/PWGSC

DND Personnel:

The DND Contract Security Officer, DPM Secur 3-4 is the contact person for information pertaining to security concerns identified in this procurement.

UNCLASSIFIED

Industrial Personnel:

The Company Security Officer (CSO) or alternate may contact CIISD/PWGSC for information pertaining to security concerns identified in this procurement. Foreign suppliers shall direct security related inquiries to their responsible National Security Authority/Designated Security Authority (NSA/DSA) and shall adhere to instructions issued by their responsible NSA/DSA.

UNCLASSIFIED

IT Security Guide To 24062-07-0410

CONTRACTOR INFORMATION SYSTEM CONNECTIVITY CRITERIA

For connecting DND IS to those of the private sector (Contractors), the terms Information Technology System (ITS) and IS are used interchangeably. The IS connectivity rules shall be, as a minimum, consistent with the DND Policy and Standards, the GSP and Technical Security Standards for Information Technology (TSSIT), August 1995. The following rules and information shall be made available to the accreditor **before** the DND IS connects to the private sector:

- a. the Contractor shall identify the following, by name and phone number, to DND:
 - (1) Contractor Information System (IS) Manager, and
 - (2) Contractor IS Security Officer (ISSO);
- b. the Contractor shall fully describe the architecture and configuration of the contractor's IS;
- c. the Contractor shall provide a detailed Topology (Block level) Diagram of the contractor's IS;
- d. the Contractor shall provide detail regarding any modems on the contractor's IS and to what the modems connect;
- e. the Contractor IS shall be dedicated to DND use only. No other external connection to other contractor IS or public domains is permitted without express consent of DND NDHQ Security authorities;
- f. DND Project Manager and IPC are to be provided with results of PWGSC IS Security Inspections of contractor IS that connects or is scheduled for connection to DND IS;
- g. access to the contractors IS shall be limited to security cleared personnel with a "need to know";
- h. LOGIN ID/passwords shall be used by all contractor personnel accessing either IS;
- i. audit logs of both IS shall be maintained and reviewed on a regular basis;
- j. the contractor's IS shall be protected against unauthorized access;
- k. media of the connected Contractor IS shall be marked at the appropriate security level and secured to DND standards;
- l. anti-virus scanning software shall be used on both the contractor's and DND IS;
- m. the Contractor shall exercise Configuration Management to track changes to the contractor's ITS. Changes to the connecting Contractor's IS require prior approval of the DND accreditor; and
- n. the contractor's IS shall be available to the DND accreditor at all times for DND security inspection and verification.

Graham, Don

From: Singh, Ram
Sent: July 23, 2008 7:03 AM
To: Troupe, Bill: PWGSC; BELOVICH.DM@forces.gc.ca; Zovatto, Claudia; Danagher, Dan; francine.deleseleuc@rcmp-grc.gc.ca; Paquette, Pierre: PWGSC; Thauvette, Jerome: PWGSC; Cardinal, Sylvain: PWGSC; FyfeFortin.M@forces.gc.ca
Cc: CAMPBELL.KD@forces.gc.ca; Fisher.KW@forces.gc.ca; Chamberlain, Tamara: PWGSC; Todd.Lamb@rcmp-grc.gc.ca; Poots, Trina: PWGSC; Gagnon, Alain; kahler.ec@forces.gc.ca
Subject: Re: IMPORTANT AND URGENT: IRP Data Requirement

This request was cancelled based on a message that the data was provided - will request as originally planned R

-----Original Message-----

From: Bill Troupe <Bill.Troupe@pwgsc.gc.ca>
To: BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>; Zovatto, Claudia <IMCEAX400-c=CA+3Ba=govmt+2Ecanada+3Bp=gc+2Btbs+2Esct+3Bs=Zovatto+3Bg=Claudia+3B@pwgsc.gc.ca>; Dan Danagher (TBS.SCT) </C=CA/A=GOVMT.CANADA/P=GC+TBS.SCT/S=Danagher/G=Dan@pwgsc.gc.ca>; francine.deleseleuc@rcmp-grc.gc.ca <francine.deleseleuc@rcmp-grc.gc.ca>; Pierre Paquette <Pierre.Paquette@PWGSC.GC.CA>; Jérôme Thauvette <Jerome.Thauvette@PWGSC.GC.CA>; Sylvain Cardinal (R) <Sylvain.R.Cardinal@tpsgc.gc.ca>; FyfeFortin.M@forces.gc.ca <FyfeFortin.M@forces.gc.ca>
CC: CAMPBELL.KD@forces.gc.ca <CAMPBELL.KD@forces.gc.ca>; Fisher.KW@forces.gc.ca <Fisher.KW@forces.gc.ca>; Tamara Chamberlain <Tamara.Chamberlain@pwgsc.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Trina Poots <Trina.Poots@pwgsc.gc.ca>; Gagnon, Alain; KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; Singh, Ram
Sent: Wed Jul 23 00:04:26 2008
Subject: IMPORTANT AND URGENT: IRP Data Requirement

Good Day,

8. Your continued assistance and support is very much appreciated. Should you have any questions or concerns pertaining to the above, please do not hesitate to contact me.

Best regards,

Bill Troupe
Manager / Gestionnaire,
Project Delivery Services Division / Division des services de réalisation des projets,
Professional Services Procurement Directorate / Direction de l'Acquisition des Services
Professionnels, Services and Technology Acquisitions Management Sector / Sector de la
Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch /
Direction Générale Des Approvisionnements Public Works and Government Services Canada /
Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

s.21(1)(a)
s.21(1)(b)
s.23

From: Alain.Gagnon@tbs-sct.gc.ca [mailto:Alain.Gagnon@tbs-sct.gc.ca]
Sent: Tuesday, July 15, 2008 11:30 AM

To: Bill Troupe
Cc: KAHLER.EC@forces.gc.ca; Tamara Chamberlain; Ram.Singh@tbs-sct.gc.ca
Subject: RE:

Hello Bill,

Here is the information requested. Source is CF, thanks to Eric and his crew.

Alain

Alain Gagnon
A. Gagnon
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]
Sent: July 15, 2008 11:07 AM
To: Singh, Ram; Gagnon, Alain
Cc: KAHLER.EC@forces.gc.ca; Tamara Chamberlain
Subject:
Importance: High

Good Morning,

Many thanks for your assistance and support.

Cheers,

W.J. (Bill) Troupe, CD
Manager / Gestionnaire,
Project Delivery Services Division / Division des services de réalisation des projets,
Professional Services Procurement Directorate / Direction de l'Acquisition des Services

Graham, Don

From: Singh, Ram
Sent: July 25, 2008 10:09 AM
To: Zovatto, Claudia; Prézeau-Legault, Colette
Subject:

D. Ram Singh
Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program |
Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation
intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Graham, Jane E.
Sent: June 2, 2008 11:43 AM
To: Singh, Ram
Subject: RE:

Hi Ram,

Thanks.

Jane

From: Singh, Ram
Sent: June 2, 2008 8:51 AM

To: Graham, Jane E.
Subject:

Thank you.

D. Ram Singh
Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program |
Analyste principal, systèmes financières et de gestion et Responsable du Programme de réinstallation
intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Graham, Jane E.
Sent: May 30, 2008 10:36 AM
To: Singh, Ram
Subject:

Hello Ram,

Jane Graham
Senior Counsel | Avocate-conseil
Government Operations and Public Management Law | Droit des opérations gouvernementales
et gestion publique
Treasury Board Portfolio Legal Services Unit | Service juridique, Portefeuille du Conseil du Trésor
Ottawa, Canada K1A 0R5
613-952-6097 | JaneE.Graham@tbs-sct.gc.ca | facsimile/télécopieur 613-954-5806



Department of Justice
Canada

Ministère de la Justice
Canada

Canada

Graham, Don

From: Singh, Ram
Sent: August 1, 2008 7:07 PM
To: 'Bill.Troupe@pwgsc.gc.ca'; 'kahler.ec@forces.gc.ca'; Gagnon, Alain; 'Todd.Lamb@rcmp-grc.gc.ca'; 'Fisher.KW@forces.gc.ca'
Cc: 'Jerome.Thauvette@PWGSC.GC.CA'; 'Pierre.Paquette@PWGSC.GC.CA'; 'Tamara.Chamberlain@pwgsc.gc.ca'; 'Bedard.C6@forces.gc.ca'; 'BELOVICH.DM@forces.gc.ca'; Zovatto, Claudia; 'Susan.Clarke@PWGSC.GC.CA'; Danagher, Dan;
Subject: '/C=CA/A=GOVMT.CANADA/P=GC+JUSTICE/S=Rasmussen/G=Derek@pwgsc.gc.ca'
Re: Urgent and Important: IRP Data Requirements

Alain this information is provided by michel. Used to be weekly but I changed it to monthly R

-----Original Message-----

From: Bill Troupe <Bill.Troupe@pwgsc.gc.ca>
To: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Fisher.KW@forces.gc.ca <Fisher.KW@forces.gc.ca>
CC: Singh, Ram; Jérôme Thauvette <Jerome.Thauvette@PWGSC.GC.CA>; Pierre Paquette <Pierre.Paquette@PWGSC.GC.CA>; Tamara Chamberlain <Tamara.Chamberlain@pwgsc.gc.ca>; Bedard.C6@forces.gc.ca <Bedard.C6@forces.gc.ca>; BELOVICH.DM@forces.gc.ca <BELOVICH.DM@forces.gc.ca>; Zovatto, Claudia; Susan Clarke <Susan.Clarke@PWGSC.GC.CA>; Danagher, Dan; Derek Rasmussen (JUSTICE) </C=CA/A=GOVMT.CANADA/P=GC+JUSTICE/S=Rasmussen/G=Derek@pwgsc.gc.ca>
Sent: Fri Aug 01 15:52:23 2008
Subject: Urgent and Important: IRP Data Requirements

Good Day,

Best regards,

W.J. (Bill) Troupe, CD
Manager / Gestionnaire,
Project Delivery Services Division / Division des services de réalisation des projets,
Professional Services Procurement Directorate / Direction de l'Acquisition des Services
Professionnels, Services and Technology Acquisitions Management Sector / Sector de la
Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch /
Direction Générale Des Approvisionnements Public Works and Government Services Canada /
Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

s.21(1)(a)

s.21(1)(b)

s.23

Graham, Don

From: Singh, Ram
Sent: August 11, 2008 11:57 AM
To: 'Louis-Philippe.Bellemare@pwgsc.gc.ca'; Gagnon, Alain
Cc: Singh, Ram
Subject: Re: Application of the Directive - Section 1.4.2

This is someone outside the PS so this policy touches on it R

-----Original Message-----

From: Louis-Philippe Bellemare <Louis-Philippe.Bellemare@pwgsc.gc.ca>
To: Singh, Ram; Gagnon, Alain
CC: Vo Jing Diep <VoJing.Diep@pwgsc.gc.ca>; Gordon McDonald <Gordon.McDonald@pwgsc.gc.ca>
Sent: Mon Aug 11 11:22:39 2008
Subject: RE: Application of the Directive - Section 1.4.2

This means that we will ALWAYS follow the initial appointee program for term employees appointed to indeterminate positions?

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, August 11, 2008 10:52 AM
To: Louis-Philippe Bellemare; Alain.Gagnon@tbs-sct.gc.ca
Cc: Vo Jing Diep; Gordon McDonald
Subject: Re: Application of the Directive - Section 1.4.2

Follow initial appointees policy for this

-----Original Message-----

From: Louis-Philippe Bellemare <Louis-Philippe.Bellemare@pwgsc.gc.ca>
To: Singh, Ram; Gagnon, Alain
CC: Vo Jing Diep <VoJing.Diep@pwgsc.gc.ca>; Gordon McDonald <Gordon.McDonald@pwgsc.gc.ca>
Sent: Mon Aug 11 10:44:22 2008
Subject: Application of the Directive - Section 1.4.2

Hello Ram/Alain,

I've always wanted to ask this question, but never did. However, now is the time.

Section 1.4.2 indicates that "payment of relocation expenses shall be authorized for employee who are: [...] term employees appointed to indeterminate positions". In such a case, does the full NJC Integrated Relocation Directive applies in that situation or is it negotiated between the employee and employer? Also, is there a requirement for a minimum period of time for which the employee must be a term before getting relocation assistance?

We have the following situation:

An individual from outside Public Service (residence in Laval) has been nominated in a term position with RHDSC from May 22, 2008 to February 13, 2009

He has accepted an offer with PWGSC in Gatineau, QC for an indeterminate period starting July 28, 2008. What relocation assistance is he entitled to? Please note that this is not an EX/GIC.

Thank you,

Louis-Philippe Bellemare, BAA
 Réinstallation, voyages à l'étranger, voyages des employés de la haute gestion et divulgation des dépenses de voyages et des frais d'accueil | Relocation, Foreign Travel, Travel for Senior Management employees and Disclosure of Travel and Hospitality Expenses
 Direction générale des finances | Finance Branch Agent financier principal | Senior Financial Travaux publics et Services gouvernementaux Canada | Public Works and

Graham, Don

From: Singh, Ram
Sent: August 13, 2008 4:10 PM
To: Chamberlain, Tamara: PWGSC
Cc: Zovatto, Claudia; Singh, Ram; Gagnon, Alain
Subject: background info

Attachments: IRP Volume Report as of July 15, 2008.xls; IRP Funding First Quarter 2008 - No Initial Appointee.xls

Tamara,

This message is coming from Claudia Zovatto using Ram's system to provide some additional background info in advance of responding to Bill's message of the other week.

Hope this provides useful and thanks to Ram for having shown me where this was the other day.



IRP Volume Report
as of July 1...

Here is the other report I found



IRP Funding First
Quarter 2008...

IRP File Volume

As of July 15, 2008

Calendar Year	2003	2004	2005	2006	2007	2008 YTD
DND	11,945	13,089	13,316	13,997	14,850	11,050
RCMP	1,755	1,853	1,858	2,096	2,157	1,448
GOC	906	884	1,026	1,142	1,285	1,672
Total	14,606	15,826	16,200	17,235	18,292	14,170

IRP Funding for all files with First Employee Contact Date from
 January 1, 2008 to March 31, 2008
 First Quarter - Excluding Initial Appointees

IRP Funding for all files with First Employee Contact Date from January 1, 2008 to March 31, 2008 First Quarter - Excluding Initial Appointees	Total	Funding Allowance of \$1,000	Funding Allowance of \$5,000	Greater of \$1000 or 35% of the R.E. Commission (max \$5250)	35% of Cost of Travel	35% x cost to ship household goods per qualifying rooms	Shipping over Entitlement	SIT (over authorized period of IAM&MA from Core)	SIT (over authorized period of IEM&M from Core)	Travel Adjustments - Custom Funding	PMV Shipment Costs - Custom Funding
Agriculture and Agri-Food Canada	\$ 53,183.34	\$ -	\$ -	\$ 18,474.50	\$ 1,838.55	\$ 9,024.85	\$ -	\$ -	\$ -	\$ -	\$ -
Atlantic Canada Opportunities Agency	\$ 10,507.63	\$ 1,000.00	\$ -	\$ -	\$ 308.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Atomic Energy of Canada Limited	\$ 28,598.90	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Canada Border Services Agency	\$ 263,928.14	\$ -	\$ -	\$ 88,962.00	\$ 14,969.49	\$ 44,194.14	\$ -	\$ -	\$ -	\$ -	\$ -
Canada Industrial Relations Board	\$ 27,832.30	\$ -	\$ -	\$ 4,445.00	\$ 159.60	\$ 1,540.00	\$ -	\$ -	\$ -	\$ -	\$ -
Canada School for the Public Service	\$ 5,602.17	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,199.94	\$ -	\$ -	\$ -	\$ -	\$ -
Canadian Environmental Assessment Agency	\$ 7,420.60	\$ -	\$ -	\$ 1,000.00	\$ 886.90	\$ 2,065.10	\$ -	\$ -	\$ -	\$ -	\$ -
Canadian Food Inspection Agency	\$ 81,772.53	\$ -	\$ -	\$ 23,031.25	\$ 4,202.45	\$ 9,364.92	\$ -	\$ -	\$ -	\$ (1,500.00)	\$ -
Canadian Grain Commission	\$ 27,431.22	\$ -	\$ -	\$ 2,940.00	\$ 337.05	\$ 1,740.06	\$ -	\$ -	\$ -	\$ -	\$ -
Canadian International Trade Tribunal	\$ 23,746.80	\$ -	\$ -	\$ 5,250.00	\$ 317.10	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -	\$ -
Canadian Radio-Television & Telecom. Commission	\$ 26,130.80	\$ -	\$ -	\$ 4,375.00	\$ 1,024.80	\$ 1,484.91	\$ -	\$ -	\$ -	\$ -	\$ -
Canadian Space Agency	\$ 9,554.83	\$ -	\$ -	\$ 4,812.50	\$ 28.87	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
Citizenship and Immigration Canada	\$ 67,700.14	\$ -	\$ -	\$ 22,117.50	\$ 5,291.47	\$ 10,834.77	\$ -	\$ -	\$ -	\$ -	\$ -
Correctional Service Canada	\$ 273,466.64	\$ 1,000.00	\$ -	\$ 107,904.25	\$ 10,173.08	\$ 41,694.97	\$ -	\$ -	\$ -	\$ -	\$ -
Department of Justice Canada	\$ 46,470.74	\$ 1,000.00	\$ -	\$ 9,350.00	\$ 1,164.97	\$ 3,560.06	\$ -	\$ -	\$ -	\$ -	\$ -
Dept. Foreign Affairs International Trade	\$ 42,678.53	\$ 1,000.00	\$ -	\$ 13,555.00	\$ 4,174.80	\$ 7,424.72	\$ -	\$ -	\$ -	\$ -	\$ -
Dept. of Fisheries & Oceans	\$ 271,818.24	\$ 1,000.00	\$ -	\$ 94,399.75	\$ 12,613.62	\$ 42,904.69	\$ -	\$ -	\$ -	\$ (1,691.62)	\$ (700.00)
Développement économique CND-régions du Québec	\$ 9,244.70	\$ -	\$ -	\$ 4,025.00	\$ 84.70	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
Environment Canada	\$ 119,303.24	\$ 12,000.00	\$ -	\$ 15,250.00	\$ 12,066.40	\$ 17,774.51	\$ -	\$ -	\$ -	\$ -	\$ -
Health Canada	\$ 45,532.81	\$ -	\$ -	\$ 12,743.75	\$ 5,951.06	\$ 8,775.27	\$ -	\$ -	\$ -	\$ (756.67)	\$ -
Human Resources Development Canada	\$ 240,080.41	\$ -	\$ -	\$ 81,194.73	\$ 9,016.49	\$ 34,355.00	\$ -	\$ -	\$ -	\$ -	\$ -
Immigration and Refugee Board of Canada	\$ 36,673.18	\$ -	\$ -	\$ 8,312.50	\$ 263.90	\$ 2,520.00	\$ -	\$ -	\$ -	\$ -	\$ -
Indian and Northern Affairs Canada	\$ 65,788.91	\$ 1,000.00	\$ -	\$ 14,940.00	\$ 4,613.86	\$ 12,985.38	\$ -	\$ -	\$ -	\$ -	\$ -
Indian Residential Schools Resolution Canada	\$ 12,754.03	\$ -	\$ -	\$ 2,000.00	\$ 1,272.25	\$ 2,679.85	\$ -	\$ -	\$ -	\$ -	\$ -
Industry Canada	\$ 62,962.47	\$ -	\$ -	\$ 22,612.50	\$ 6,608.87	\$ 9,459.58	\$ -	\$ -	\$ -	\$ (1,200.00)	\$ -
National Defence-Civilian	\$ 100,207.01	\$ -	\$ -	\$ 33,646.50	\$ 2,797.54	\$ 18,265.00	\$ -	\$ -	\$ -	\$ -	\$ -
National Energy Board	\$ 53,482.27	\$ -	\$ -	\$ 10,750.00	\$ 2,357.42	\$ 5,070.07	\$ -	\$ -	\$ -	\$ -	\$ -
National Parole Board	\$ 13,445.55	\$ -	\$ -	\$ 2,625.00	\$ 36.92	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
National Research Council of Canada	\$ 24,722.20	\$ -	\$ -	\$ 8,525.00	\$ 739.03	\$ 4,265.10	\$ -	\$ -	\$ -	\$ -	\$ -
Natural Resources Canada	\$ 55,777.37	\$ -	\$ -	\$ 14,705.00	\$ 4,167.45	\$ 7,014.80	\$ -	\$ -	\$ -	\$ -	\$ -
Office of the Auditor General	\$ 7,055.95	\$ -	\$ -	\$ 2,730.00	\$ 43.75	\$ 1,260.00	\$ -	\$ -	\$ -	\$ -	\$ -
PARKS CANADA AGENCY	\$ 199,965.38	\$ -	\$ -	\$ 55,271.00	\$ 19,080.96	\$ 32,039.77	\$ -	\$ -	\$ -	\$ (2,188.25)	\$ -
Passport Canada	\$ 10,083.68	\$ -	\$ -	\$ 2,100.00	\$ 108.68	\$ 1,260.00	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety Canada	\$ 15,684.81	\$ -	\$ -	\$ 5,250.00	\$ 885.50	\$ 2,470.20	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works and Government Services Canada	\$ 129,026.55	\$ -	\$ -	\$ 39,707.00	\$ 9,047.31	\$ 16,904.93	\$ -	\$ -	\$ -	\$ -	\$ (1,046.25)
RCMP Public Complaints Commission	\$ 10,963.57	\$ 1,000.00	\$ -	\$ -	\$ 380.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Royal Canadian Mounted Police	\$ 4,670,184.64	\$ -	\$ 5,000.00	\$ 1,120,162.30	\$ 200,877.92	\$ 556,650.74	\$ (650.00)	\$ (58.01)	\$ -	\$ (7,407.59)	\$ (4,199.50)
Statistics Canada	\$ 22,642.94	\$ -	\$ -	\$ 9,660.00	\$ 3,183.24	\$ 3,239.88	\$ -	\$ -	\$ -	\$ -	\$ -
Transport Canada	\$ 93,721.03	\$ -	\$ -	\$ 31,055.00	\$ 4,425.74	\$ 13,819.89	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Appeal Tribunal of Canada	\$ 26,471.06	\$ -	\$ -	\$ 5,250.00	\$ 527.80	\$ 2,144.87	\$ -	\$ -	\$ -	\$ -	\$ -
Treasury Board of Canada, Secretariat	\$ 4,605.82	\$ -	\$ -	\$ 1,000.00	\$ 255.32	\$ 164.99	\$ -	\$ -	\$ -	\$ -	\$ -
Veterans Affairs Canada	\$ 79,328.85	\$ 1,000.00	\$ -	\$ 28,786.88	\$ 3,154.54	\$ 14,209.58	\$ -	\$ -	\$ -	\$ -	\$ -
Western Economic Diversification	\$ 20,096.50	\$ -	\$ -	\$ 5,637.50	\$ 3,725.75	\$ 3,999.80	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,397,648.48	\$ 21,000.00	\$ 5,000.00	\$ 1,939,556.41	\$ 353,163.77	\$ 954,242.34	\$ (650.00)	\$ (58.01)	\$ -	\$ (14,744.13)	\$ (5,945.75)

IRP Funding for all files with First Employee Contact Date from
 January 1, 2008 to March 31, 2008
 First Quarter - Excluding Initial Appointees

IRP Funding for all files with First Employee Contact Date from January 1, 2008 to March 31, 2008 First Quarter - Excluding Initial Appointees	Shipment of Recreational Vehicle	Rent in Advance / Rental Search Outside Canada - Custom	Reserve Funds - Custom	Posting / Transfer Allowance	Reserve Relocation Allowance	1/12 Annual Salary	Retroactive Posting Allowance	Movement Grant	Non-accountable Incidental Allowance (max. \$650)	Real Estate Incentive (max. \$12,000)	Shipping Below Threshold	Shipping over Entitlement - Personalized
Agriculture and Agri-Food Canada	\$ -	\$ -	\$ -	\$ 15,624.93	\$ -	\$ -	\$ -	\$ -	\$ 4,550.00	\$ 6,320.00	\$ -	\$ -
Atlantic Canada Opportunities Agency	\$ -	\$ -	\$ -	\$ 9,199.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Atomic Energy of Canada Limited	\$ -	\$ -	\$ -	\$ 27,598.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Canada Border Services Agency	\$ -	\$ -	\$ -	\$ 89,899.46	\$ -	\$ -	\$ -	\$ -	\$ 25,350.00	\$ 11,420.00	\$ -	\$ -
Canada Industrial Relations Board	\$ -	\$ -	\$ -	\$ 13,937.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,160.00	\$ -	\$ -
Canada School for the Public Service	\$ -	\$ -	\$ -	\$ 3,130.25	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -
Canadian Environmental Assessment Agency	\$ -	\$ -	\$ -	\$ 2,954.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -
Canadian Food Inspection Agency	\$ -	\$ -	\$ (500.00)	\$ 26,333.15	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 19,240.00	\$ -	\$ -
Canadian Grain Commission	\$ -	\$ -	\$ -	\$ 18,184.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,720.00	\$ -	\$ -
Canadian International Trade Tribunal	\$ -	\$ -	\$ -	\$ 18,333.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Canadian Radio-Television & Telecom. Commission	\$ -	\$ -	\$ -	\$ 11,384.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -
Canadian Space Agency	\$ -	\$ -	\$ -	\$ 3,031.62	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -
Citizenship and Immigration Canada	\$ -	\$ -	\$ -	\$ 25,579.33	\$ -	\$ -	\$ -	\$ -	\$ 7,150.00	\$ -	\$ -	\$ -
Correctional Service Canada	\$ -	\$ -	\$ -	\$ 75,788.59	\$ -	\$ -	\$ -	\$ -	\$ 20,800.00	\$ 28,000.00	\$ -	\$ -
Department of Justice Canada	\$ -	\$ -	\$ -	\$ 19,961.90	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 12,000.00	\$ -	\$ -
Dept. Foreign Affairs International Trade	\$ -	\$ -	\$ -	\$ 13,487.79	\$ -	\$ -	\$ -	\$ -	\$ 4,550.00	\$ -	\$ -	\$ -
Dept. of Fisheries & Oceans	\$ -	\$ -	\$ -	\$ 91,854.69	\$ -	\$ -	\$ -	\$ -	\$ 22,750.00	\$ 22,064.00	\$ -	\$ -
Développement économique CND-régions du Québec	\$ -	\$ -	\$ -	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -
Environment Canada	\$ -	\$ -	\$ -	\$ 28,658.14	\$ -	\$ -	\$ -	\$ -	\$ 15,600.00	\$ 24,000.00	\$ -	\$ -
Health Canada	\$ -	\$ -	\$ -	\$ 16,110.44	\$ -	\$ -	\$ -	\$ -	\$ 4,550.00	\$ -	\$ -	\$ -
Human Resources Development Canada	\$ -	\$ -	\$ -	\$ 81,669.11	\$ -	\$ -	\$ -	\$ -	\$ 16,250.00	\$ 29,680.00	\$ -	\$ -
Immigration and Refugee Board of Canada	\$ -	\$ -	\$ -	\$ 17,218.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200.00	\$ -	\$ -
Indian and Northern Affairs Canada	\$ -	\$ -	\$ -	\$ 23,957.56	\$ -	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 4,800.00	\$ -	\$ -
Indian Residential Schools Resolution Canada	\$ -	\$ -	\$ -	\$ 5,493.04	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 389.19	\$ -
Industry Canada	\$ -	\$ -	\$ -	\$ 25,062.80	\$ -	\$ -	\$ -	\$ -	\$ 3,250.00	\$ -	\$ -	\$ -
National Defence-Civilian	\$ -	\$ -	\$ -	\$ 38,251.07	\$ -	\$ -	\$ -	\$ -	\$ 9,100.00	\$ 2,880.00	\$ -	\$ -
National Energy Board	\$ -	\$ -	\$ -	\$ 25,927.54	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ 12,000.00	\$ -	\$ -
National Parole Board	\$ -	\$ -	\$ -	\$ 10,426.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
National Research Council of Canada	\$ -	\$ -	\$ -	\$ 10,486.74	\$ -	\$ -	\$ -	\$ -	\$ 1,950.00	\$ -	\$ -	\$ -
Natural Resources Canada	\$ -	\$ -	\$ -	\$ 20,611.25	\$ -	\$ -	\$ -	\$ -	\$ 2,600.00	\$ 10,000.00	\$ -	\$ -
Office of the Auditor General	\$ -	\$ -	\$ -	\$ 2,708.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -
PARKS CANADA AGENCY	\$ -	\$ -	\$ (5,000.00)	\$ 78,918.56	\$ -	\$ -	\$ -	\$ -	\$ 11,050.00	\$ 19,120.00	\$ -	\$ -
Passport Canada	\$ -	\$ -	\$ -	\$ 1,900.00	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ 4,800.00	\$ -	\$ -
Public Safety Canada	\$ -	\$ -	\$ -	\$ 7,865.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works and Government Services Canada	\$ -	\$ -	\$ -	\$ 44,447.41	\$ -	\$ -	\$ -	\$ -	\$ 7,800.00	\$ 16,800.00	\$ 2,273.21	\$ -
RCMP Public Complaints Commission	\$ -	\$ -	\$ -	\$ 9,582.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Royal Canadian Mounted Police	\$ (1,700.00)	\$ -	\$ (32,517.09)	\$ 2,279,673.15	\$ -	\$ 43,200.83	\$ -	\$ -	\$ 256,750.00	\$ 279,352.00	\$ 1,400.86	\$ -
Statistics Canada	\$ -	\$ -	\$ -	\$ 5,988.69	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -
Transport Canada	\$ -	\$ -	\$ -	\$ 30,646.00	\$ -	\$ -	\$ -	\$ -	\$ 7,150.00	\$ 11,560.00	\$ -	\$ -
Transportation Appeal Tribunal of Canada	\$ -	\$ -	\$ -	\$ 8,609.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -
Treasury Board of Canada, Secretariat	\$ -	\$ -	\$ -	\$ 2,889.46	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -
Veterans Affairs Canada	\$ -	\$ -	\$ -	\$ 27,230.94	\$ -	\$ -	\$ -	\$ -	\$ 8,450.00	\$ -	\$ -	\$ -
Western Economic Diversification	\$ -	\$ -	\$ -	\$ 6,181.61	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00	\$ -	\$ -	\$ -
Total	\$ (1,700.00)	\$ -	\$ (38,017.09)	\$ 3,280,298.14	\$ -	\$ 43,200.83	\$ -	\$ -	\$ 455,000.00	\$ 564,116.00	\$ 4,063.26	\$ -

IRP Funding for all files with First Employee Contact Date from
 January 1, 2008 to March 31, 2008
 First Quarter - Excluding Initial Appointees

IRP Funding for all files with First Employee Contact Date from January 1, 2008 to March 31, 2008 First Quarter - Excluding Initial Appointees	LTS savings for not storing major appliances (max 24 months)	HHT - Shortened (max. \$250)	HHT - Service Flight or Charter	Savings - Reducing Commercial Accommodation Costs	Airfare Savings for Lay-over (max. \$250)	Travel Adjustments - Personalized Funding	PMV Shipment Costs - Personalized Funding	SIT (over Core & Custom)	Rent In Advance / Rental Search Outside Canada - Personalized	Reserve Funds - Personalized	Holdback on Personalized
Agriculture and Agri-Food Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,649.49)
Atlantic Canada Opportunities Agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Atomic Energy of Canada Limited	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Canada Border Services Agency	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,366.95)
Canada Industrial Relations Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,409.74)
Canada School for the Public Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (378.02)
Canadian Environmental Assessment Agency	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (385.40)
Canadian Food Inspection Agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,899.24)
Canadian Grain Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,490.46)
Canadian International Trade Tribunal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,833.30)
Canadian Radio-Television & Telecom. Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,138.45)
Canadian Space Agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (368.16)
Citizenship and Immigration Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,272.93)
Correctional Service Canada	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,144.25)
Department of Justice Canada	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,416.19)
Dept. Foreign Affairs International Trade	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,763.78)
Dept. of Fisheries & Oceans	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (13,626.89)
Développement économique CND-régions du Québec	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (415.00)
Environment Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (6,045.81)
Health Canada	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,091.04)
Human Resources Development Canada	\$ -	\$ 500.00	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,834.92)
Immigration and Refugee Board of Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,841.86)
Indian and Northern Affairs Canada	\$ 503.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,511.09)
Indian Residential Schools Resolution Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (380.30)
Industry Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,831.28)
National Defence-Civilian	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,983.10)
National Energy Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,922.76)
National Parole Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,042.62)
National Research Council of Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,243.67)
Natural Resources Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,321.13)
Office of the Auditor General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (335.80)
PARKS CANADA AGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,326.66)
Passport Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (735.00)
Public Safety Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (786.57)
Public Works and Government Services Canada	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (7,157.06)
RCMP Public Complaints Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Royal Canadian Mounted Police	\$ 503.20	\$ 2,141.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (26,935.84)	\$ (2,060.13)
Statistics Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (728.87)
Transport Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (4,935.60)
Transportation Appeal Tribunal of Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,060.93)
Treasury Board of Canada, Secretariat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (353.95)
Veterans Affairs Canada	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,503.09)
Western Economic Diversification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (748.16)
Total	\$ 1,006.40	\$ 3,891.80	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ (26,935.84)	\$ (140,339.65)

IRP Funding for all files with First Employee Contact Date from
 January 1, 2008 to March 31, 2008
 First Quarter - Excluding Initial Appointees

IRP Funding for all files with First Employee Contact Date from January 1, 2008 to March 31, 2008 First Quarter - Excluding Initial Appointees	Recovery Adjustments
Agriculture and Agri-Food Canada	\$ -
Atlantic Canada Opportunities Agency	\$ -
Atomic Energy of Canada Limited	\$ -
Canada Border Services Agency	\$ -
Canada Industrial Relations Board	\$ -
Canada School for the Public Service	\$ -
Canadian Environmental Assessment Agency	\$ -
Canadian Food Inspection Agency	\$ -
Canadian Grain Commission	\$ -
Canadian International Trade Tribunal	\$ -
Canadian Radio-Television & Telecom. Commission	\$ -
Canadian Space Agency	\$ -
Citizenship and Immigration Canada	\$ -
Correctional Service Canada	\$ -
Department of Justice Canada	\$ -
Dept. Foreign Affairs International Trade	\$ -
Dept. of Fisheries & Oceans	\$ -
Développement économique CND-régions du Québec	\$ -
Environment Canada	\$ -
Health Canada	\$ -
Human Resources Development Canada	\$ -
Immigration and Refugee Board of Canada	\$ -
Indian and Northern Affairs Canada	\$ -
Indian Residential Schools Resolution Canada	\$ -
Industry Canada	\$ -
National Defence-Civilian	\$ -
National Energy Board	\$ -
National Parole Board	\$ -
National Research Council of Canada	\$ -
Natural Resources Canada	\$ -
Office of the Auditor General	\$ -
PARKS CANADA AGENCY	\$ -
Passport Canada	\$ -
Public Safety Canada	\$ -
Public Works and Government Services Canada	\$ -
RCMP Public Complaints Commission	\$ -
Royal Canadian Mounted Police	\$ -
Statistics Canada	\$ -
Transport Canada	\$ -
Transportation Appeal Tribunal of Canada	\$ -
Treasury Board of Canada, Secretariat	\$ -
Veterans Affairs Canada	\$ -
Western Economic Diversification	\$ -
Total	\$ -

Graham, Don

From: Singh, Ram
Sent: August 18, 2008 12:24 PM
To: Zovatto, Claudia
Subject: Fw: Section 14.2 - 10% Home Sale Assistance

FYI
R

-----Original Message-----

From: Singh, Ram
To: 'VoJing.Diep@pwgsc.gc.ca' <VoJing.Diep@pwgsc.gc.ca>; 'Louis-Philippe.Bellemare@pwgsc.gc.ca' <Louis-Philippe.Bellemare@pwgsc.gc.ca>; Gagnon, Alain
CC: Singh, Ram
Sent: Mon Aug 18 10:32:03 2008
Subject: Re: Section 14.2 - 10% Home Sale Assistance

It depends on the circumstances! However we do not appreciate after the fact requests - employees MUST respect policies they are in effect for a reason and public funds are being applied here.

Alain Gagnon is acting in my capacity currently and you should liaise directly with him.

Alain please review and you make the call - I am not appreciative of employees making personal decisions without consequences. There must be ownership to responsibilities and the consequences R

-----Original Message-----

From: Vo Jing Diep <VoJing.Diep@pwgsc.gc.ca>
To: Singh, Ram; Louis-Philippe Bellemare <Louis-Philippe.Bellemare@pwgsc.gc.ca>; Gagnon, Alain
Sent: Mon Aug 18 10:24:28 2008
Subject: RE: Section 14.2 - 10% Home Sale Assistance

Hello Ram,

What are the consequence of an employee that bypass the pre-departmental approval, is it critical? If critical, what alternative does the employee has? Is a business case a possible alternative?

Thank you for you help.

Vo Jing

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: 13 août 2008 15:03
To: Louis-Philippe Bellemare; Alain.Gagnon@tbs-sct.gc.ca
Cc: Vo Jing Diep; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Section 14.2 - 10% Home Sale Assistance

It means before setting the price. It would be useless to seek approval after the sale

R

-----Original Message-----

From: Louis-Philippe Bellemare <Louis-Philippe.Bellemare@pwgsc.gc.ca>
To: Singh, Ram; Gagnon, Alain
CC: Vo Jing Diep <VoJing.Diep@pwgsc.gc.ca>
Sent: Wed Aug 13 14:01:49 2008
Subject: Section 14.2 - 10% Home Sale Assistance

Hello,

I have a question in relation to section 14.2 of the NJC Integrated Relocation Directive.

That section indicates that "Properties being sold for less than 95% of the appraised value require pre-departmental approval. All such cases are to be submitted by RLRS directly to the Departmental National Co-ordinator for approval". At which point is the pre-departmental approval required? I am unsure if it means that it require pre-departmental approval before dropping the price below 95% of the appraised value or if it means pre-approval before reimbursing the transferee for Home Sale Assistance.

Can you please confirm?

Thank you,

Louis-Philippe Bellemare, BAA
Direction générale des finances | Finance Branch Travaux publics et Services
gouvernementaux Canada | Public Works and Government Services Canada 11, rue Laurier,
Gatineau QC K1A 0S5 | 11 Laurier Street, Gatineau QC K1A 0S5 Louis-
Philippe.Bellemare@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5540
Télécopieur | Facsimile 819-956-1926
Téléimprimeur | Teletypewriter 1-800-926-9105 Gouvernement du Canada | Government of
Canada

Graham, Don

From: Singh, Ram
Sent: August 20, 2008 10:16 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Gagnon, Alain; Stever, Linda; Singh, Ram
Subject: Re: Home sale assistance - changes to the Relocation Directive

Sean my friend a submission was made to the committee and we were not certain it would be agreed to so nothing was formalized for the pres.

At the last meeting just before I started language training we were advised of the agreement and as we have chatted previously, I asked AG to start with the draft memo to Pres. What happened after is beyond me!

On the question from CZ about Edith - the NJC is responsible for all communication in this area, not us so there was no need to discuss anything with her

On the question of RFI - this was discussed with PW (I had explained this previously to CZ). These assistance that were negotiated do not affect the service provider since these are already in the system for EX/GICs. Also they are flow-through costs so there is no requirement for bidders to amend their bids

R

-----Original Message-----

From: Ross, Sean
To: Singh, Ram
CC: Zovatto, Claudia; Gagnon, Alain; Stever, Linda
Sent: Wed Aug 20 08:17:18 2008
Subject: RE: Home sale assistance - changes to the Relocation Directive

You are correct in that the Executive Committee agreed the revised Directive would take effect on 01 April 2009 and that the new subsection 8.3. would be effective on October 1, 2008.

However, Hélène was clear on the fact the President would have to give his approval before this could be formalized. Also, like any other cyclical review, the Executive Committee will have to review the final report by the IRD Committee and the proposed new Directive.

-----Original Message-----

From: Singh, Ram
Sent: August 20, 2008 7:18 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Gagnon, Alain; Stever, Linda; Singh, Ram
Subject: Re: Home sale assistance - changes to the Relocation Directive

This was approved as part of the negotiation package - it was also part of the BAs submission

The BAs demanded this incentive be moved up and as far as I know the EC said yes

AG was supposed to submit the memo to pres - plz do not forget that we got agreement and finality on everything just prior to me leaving on french

R

-----Original Message-----

From: Ross, Sean
To: Singh, Ram
CC: Zovatto, Claudia; Gagnon, Alain; Stever, Linda
Sent: Tue Aug 19 16:28:16 2008
Subject: Home sale assistance - changes to the Relocation Directive

Hi Ram,

I hate to bother you when you are on training, however, I came across the attached communiqué announcing the change to the Relocation Directive - home sale assistance provisions.

Again, I think it would be prudent to get the Minister's approval before issuing this sort of information to the community. I know Alain is working on a memo to the President on this subject, but I am concerned that approval may not be granted before September 1, 2008 - effective date of the memo.

<<30217.doc>>

Sean P. Ross

Director / Directeur

Corporate Liaison and Strategic Management / Liaison ministérielle et gestion stratégique
Union Consultation Portfolio / Portefeuille consultation syndicale Labour Relations and
Compensation Operations / Relation de travail et opération de rémunération
613-941-5381 / facsimile/télécopieur 613-952-3279 Sean.Ross@tbs-sct.gc.ca

Graham, Don

From: Singh, Ram
Sent: August 21, 2008 10:08 AM
To: Gagnon, Alain; Zovatto, Claudia; Ross, Sean
Subject: Re: Memo to President

Sorry buddy but we wrapped up as u know just prior to me leaving!
R

-----Original Message-----

From: Gagnon, Alain
To: Zovatto, Claudia; Ross, Sean
CC: Singh, Ram
Sent: Thu Aug 21 10:05:41 2008
Subject: RE: Memo to President

Claudia and or Sean,

Based on this information, do we just (1.) add one paragraph to the memo stating this fact that all items mandated were agreed upon by all parties,

Or (2.)do we still go with an annex 1, which would enumerate all items mandated with a comment in each?

And if we go with (2.) do we amplify the comment or simply indicate that agreement was reached?

Alain

Alain Gagnon
A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Singh, Ram
Sent: August 21, 2008 10:00 AM
To: Gagnon, Alain
Cc: Zovatto, Claudia; Ross, Sean; Singh, Ram
Subject: Re: Memo to President

Everything was agreed to Al. There was no disagreement buddy

R

-----Original Message-----

From: Gagnon, Alain
To: Singh, Ram
CC: Zovatto, Claudia; Ross, Sean
Sent: Thu Aug 21 09:17:47 2008
Subject: Memo to President

Ram,

This Task, as I am finding out, requires more involvement than simply just writing a single memo to the President, the format that we are asked to follow was also done for the cyclical reviews of isolated posts and travel directive.

An annex listing all mandate proposals approved by the President in one column and in the second column the agreement or non-agreement reached of each items between the ER-S and BA-S. I have completed the memorandum and it was agreed by both Claudia and Sean, however the Annex must be attached to this memo.

I will prepare the format for you listing each mandate items but I cannot answer the part about the agreement reached or not reached part and the explanations/reasons that will go with this that will have to be done by you.

I'll start taking care of this today.

Alain

Graham, Don

From: Singh, Ram
Sent: August 21, 2008 11:24 AM
To: Zovatto, Claudia
Subject: Re: Memo to President

Correct but yes I got agreement for everything R

-----Original Message-----

From: Zovatto, Claudia
To: Ross, Sean; Singh, Ram
CC: Gagnon, Alain
Sent: Thu Aug 21 10:42:23 2008
Subject: RE: Memo to President

Agreed. Ram what you are saying is that absolutely everything in the mandate was agreed to. Alain will set up the Annex, but we will need you to review and confirm that each item is reflected in the new Directive.

Claudia Zovatto
Senior Director | Directrice principale
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-2027 | Zovatto.Claudia@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Ross, Sean
Sent: August 21, 2008 10:26 AM
To: Gagnon, Alain; Zovatto, Claudia
Cc: Singh, Ram
Subject: Re: Memo to President

Option 2 is best...because I am not sure all that was in the mandate was agreed upon.

Sean P. Ross
Director | Directeur
Corporate Liaison and Strategic Management

Treasury Board Secretariat/Secrétariat du Conseil du Trésor
613-941-5381

(Sent from my Blackberry Wireless Device)

-----Original Message-----

From: Gagnon, Alain
To: Zovatto, Claudia; Ross, Sean
CC: Singh, Ram
Sent: Thu Aug 21 10:05:41 2008
Subject: RE: Memo to President

Claudia and or Sean,

Based on this information, do we just (1.) add one paragraph to the memo stating this fact that all items mandated were agreed upon by all parties,

Or (2.)do we still go with an annex 1, which would enumerate all items mandated with a comment in each?

And if we go with (2.) do we amplify the comment or simply indicate that agreement was reached?

Alain

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Singh, Ram
Sent: August 21, 2008 10:00 AM
To: Gagnon, Alain
Cc: Zovatto, Claudia; Ross, Sean; Singh, Ram
Subject: Re: Memo to President

Everything was agreed to Al. There was no disagreement buddy

R

-----Original Message-----

From: Gagnon, Alain
To: Singh, Ram
CC: Zovatto, Claudia; Ross, Sean
Sent: Thu Aug 21 09:17:47 2008
Subject: Memo to President

Ram,

This Task, as I am finding out, requires more involvement than simply just writing a single memo to the President, the format that we are asked to follow was also done for the cyclical reviews of isolated posts and travel directive.

An annex listing all mandate proposals approved by the President in one column and in the second column the agreement or non-agreement reached of each items between the ER-S and BA-S. I have completed the memorandum and it was agreed by both Claudia and Sean, however the Annex must be attached to this memo.

I will prepare the format for you listing each mandate items but I cannot answer the part about the agreement reached or not reached part and the explanations/reasons that will go with this that will have to be done by you.

I'll start taking care of this today.

Alain

Graham, Don

From: Singh, Ram
Sent: August 22, 2008 3:05 PM
To: Barrett, Michael; Bertrand, Bianca; Ross, Sean; Joseph, Sylvie; Trottier, Carl; Bouchard, Louise; Zovatto, Claudia; Heavens, Drew; Laviolette, Jeff; Giroux, Linda; Cloutier, Denis-Paul; Stever, Linda; Hupé, Georges; Marchand-Bigras, Suzanne; Martel, Denis G.J.; Tuckey, Sharron; Tremblay, Jo-Anne; Proulx, Lucie; Babin-MacKay, Lyette; Nash, Cynthia; Séguin, Jacynthe; Bourgeois-Doré, Lise; Seaman, Rick; Sullivan, Mark; Fennessy, Barry; Lemay, Pierrette
Cc: Laurendeau, Hélène
Subject: Re: Draft Directive on Terms and Conditions of Employment For Certain Excluded or Unrepresented Employees

Alain this will impact relo so plz review

Thanks
R

-----Original Message-----

From: Barrett, Michael
To: Bertrand, Bianca; Ross, Sean; Joseph, Sylvie; Trottier, Carl; Bouchard, Louise; Zovatto, Claudia; Heavens, Drew; Laviolette, Jeff; Giroux, Linda; Cloutier, Denis-Paul; Ross, Sean; Trottier, Carl; Stever, Linda; Hupé, Georges; Marchand-Bigras, Suzanne; Zovatto, Claudia; Bertrand, Bianca; Martel, Denis G.J.; Tuckey, Sharron; Tremblay, Jo-Anne; Singh, Ram; Proulx, Lucie; Babin-MacKay, Lyette; Nash, Cynthia; Séguin, Jacynthe; Bourgeois-Doré, Lise; Seaman, Rick; Sullivan, Mark; Laviolette, Jeff; Fennessy, Barry; Joseph, Sylvie; Lemay, Pierrette; Findlay, Terry; Danagher, Dan; Giroux, Linda; Thibodeau, Marc; Lauzé, Guy; Lefebvre, Josée; Burke, Todd; Labrie, Louise; Premdas, Nancy
CC: Laurendeau, Hélène
Sent: Fri Aug 22 14:52:59 2008
Subject: Draft Directive on Terms and Conditions of Employment For Certain Excluded or Unrepresented Employees

Hi all,

Attached is the English draft of this Directive. It will replace the former Annexs A & B of Appendix A of the Terms and Conditions Policy Terms and Conditions of Employment Policy <<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12118>> . The intent of this Directive is to update the excluded groups & level listing and to retain the TS & Cs listed in the former interim exceptions.

The update to current excluded/unrepresented groups and levels was accomplished by going to the present Rates of Pay for Certain Excluded and Unrepresented Employees - Part 1 of 5 <http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/RatesofPay/rapaceexunem_e.asp> and comparing & contrasting jobs & levels listed there to those listed in the former Annex A, Interim Exceptions to the Public Service Terms and Conditions of Employment Regulations for Certain Unrepresented Employees .

Upon completion of this step it became apparent that in reality there are 3 groupings of excluded/unrepresented positions. Group I being those jobs that are excluded/unrepresented and not eligible for performance pay; Group II being those excluded/unrepresented jobs that are eligible for performance pay as detailed in Performance Pay Administration Policy for Certain Non-Management Category Senior Excluded Levels - Part 1 of 2 <http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/compensation/ppa-par_e.asp> ; and Group III being those senior excluded jobs and levels eligible for performance pay which mirrors that of the EXs, Performance Management Program for executives :: Canada Public Service Agency <<http://publiservice.psagency-agencefp.gc.ca/prg/mran-eng.asp>> .

You are requested to review the attached and get back to me with your comments on or before September 5, 2008.

This document has been sent to Translation Services but I don't expect the translation back from them until sometime next week. Once the translation is received it must be reviewed for errors/omissions before I can distribute the French version of this message.

Sorry for the rush but critical timelines press!

<<Directive on the Terms and Conditions of Employment for Senior Excluded Non-Management Employees - August 20, 2008.doc>>

Thanks for your assistance.

Michael Barrett
Policy Analyst | Analyste politique
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3292 | NEW/Nouvelle Michael.Barrett@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

Graham, Don

From: Singh, Ram
Sent: September 11, 2008 2:13 PM
To: Zovatto, Claudia
Subject: Re: Threshold

Comme j'ai dit a Alain.

je lui a'ai demande de consulter avec le bureau de comptroller generale mais I'll n y aura pas des changements

Comma mes deux amis? Et tu?

R

----- Original Message -----
From: Zovatto, Claudia
To: Singh, Ram; Gagnon, Alain
Sent: Thu Sep 11 13:12:28 2008
Subject: RE: Threshold

Bottom line is that amounts with respect to write-offs are in financial management policies and not here at LRCO.

Claudia Zovatto
Senior Director | Directrice principale
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-2027 | Zovatto.Claudia@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----
From: Singh, Ram
Sent: September 11, 2008 12:04 PM
To: Gagnon, Alain
Cc: Singh, Ram; Zovatto, Claudia
Subject: Re: Threshold

Al explain that tB already has a policy in effect regarding writing off amounsts - refer to the attachment in his e-mail - then point out that when the iRP was approved by the TB ministers it was expected that no crown funds will be owed by participants!

Advise that the write-off policy remains in effect and must be applied

In the mean time liaise with comptroller gen's office and see if they will authorize a greater amount then u have a formal answer and if they change then u circulate it to all. Point out the amount of files subject to audit

R

----- Original Message -----
From: Gagnon, Alain
To: Singh, Ram
Sent: Thu Sep 11 11:31:17 2008
Subject: FW: Threshold

Ram,

Major Gash replaced Kent Fisher. DND's auditors are presently going through all of their relocation files and they want to establish a threshold as a guide to either issue

the payment or not. Example, if the threshold would be set at 10\$ every files that ends up either the member owing the crown less than 10\$ or the Crown owing the member less than \$10 the funds would not be recovered or provided.

The members don't know that their files are being audited. So based on the email below, they want TB to tell them what is the authorized threshold as they would prefer not having to send a cheque or request a cheque from the member for a couple of dollars, since it would cost more to do the cheque or they would wait for small cheques to come.

What I don't understand in this, is normally the CF never want to ask us at TB anything but when they feel that the finger will be pointing at them, they don't want to make such a decision, I told them to make the decision internally but they don't want to do this based on email below.

What do you think ?

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Gash.KM@forces.gc.ca [mailto:Gash.KM@forces.gc.ca]

Sent: September 11, 2008 11:07 AM

To: Gagnon, Alain

Subject: Threshold

Importance: High

Alain,

I've tried calling again, but to avoid the whole game of phone tag, I thought it would be easier to express myself in an e-mail. I understood your msg recommending we set our own threshold amount for recoveries.

However, our current regulations stipulate that TB is indeed the authority and hence, we cannot simply set a threshold. I have discussed this the Director of Financial Pay and Policy (DFPP) senior staff.

IAW TB Debt Write-off Regulations 1994, as well as TBS Directive "Recovery of Amounts Due to the Crown" (both section 17 and 17.1), all indications are that TB is the only authority to approve a write-off of debt owed to the crown. In speaking with DFPP, the only authorization they had received was a limit of \$2.00 based on cheques. IE no check will be cashed or written for an amount less than \$2.00. Hence, after reading many levels of regulations between your organization and my own, it all comes down to TB being the authority to establish any threshold as said threshold is basically the same as giving write-off authority for the amount that has been identified as a recovery or reimbursement.

As you are aware, my section currently analyzes a sampling of files from 2006-2007. We are coming across many files which have a reimbursement or recovery value in the end of minimal amounts. IE \$20 or less. In my opinion, the time and effort (read salaries) wasted in collecting that minimal amount is not worth the output, which can be redirected elsewhere.

Hence, I am coming to you as the TB rep to provide us with the necessary authority. Maybe you don't have such power, but I'm hoping you do or know who does. Any help you can give us would be greatly appreciated.

Thanks.

KM Gash

Graham, Don

From: Singh, Ram
Sent: September 15, 2008 3:17 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: Re: Transfer Allowance.

That's what I am saying - after graduation they appoint someone to a post. That is outside of the IRP so we cannot now advise them on any assistance which they claimed they promised each individual to get after 3 years! That is not part of IRP

They r on their own with that

----- Original Message -----
From: Zovatto, Claudia
To: Singh, Ram
Cc: Gagnon, Alain
Sent: Mon Sep 15 15:14:04 2008
Subject: RE: Transfer Allowance.

I would disagree on the cadets because that is the same as saying that Departments that did not offer full IRP to initial appointees were outside the IRP. Cadets are not employees and until 2 months ago received no remuneration whatsoever for attending Depot.

Claudia Zovatto
 Senior Director | Directrice principale
 Excluded Groups and Administrative Policies | Groupes exclus et politiques
 administratives Labour Relations & Compensation Operations | Relations de travail et
 opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
 du Trésor du Canada Ottawa, Canada K1A 0R5
 613-952-2027 | Zovatto.Claudia@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----
From: Singh, Ram
Sent: September 15, 2008 3:03 PM
To: Zovatto, Claudia
Cc: Gagnon, Alain; Singh, Ram
Subject: Re: Transfer Allowance.

Correct

The force chose however not to apply the IRP to cadets hence they r outside the IRP and we r not responsible for the decisions of those files

----- Original Message -----
From: Zovatto, Claudia
To: Singh, Ram; Gagnon, Alain
Sent: Mon Sep 15 14:51:47 2008
Subject: RE: Transfer Allowance.

So ...

Claudia Zovatto
 Senior Director | Directrice principale
 Excluded Groups and Administrative Policies | Groupes exclus et politiques
 administratives Labour Relations & Compensation Operations | Relations de travail et

opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-2027 | Zovatto.Claudia@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Singh, Ram
Sent: September 12, 2008 1:50 PM
To: Gagnon, Alain; Zovatto, Claudia; Singh, Ram
Subject: Re: Transfer Allowance.

When the iRP took effect the RCMP had to apply that as its relo policy hence those referenced decisions do not apply because there is no 1/2 month salary etc.

The iRP policy in effect at the time takes precedence

On the issue of transfer allowance the management of the force made decisions on what applies or not as it addressed retroactivity - m\$R leMay and insp delelsseluc announced that the RCMP will process this internally and it was left to them to oversee

On the relo of individuals who were assigned after training at depot that was an internal policy and had no bearing on the IRP - despite our repeated expresseed concerns the senior management of the force at that time acceded to the CO of depot request to allow him to oversee these relos under his budget. At that time I specifically advised against this because I suggested the force would experience problems once the officers in-charge had moved on!

R

----- Original Message -----

From: Gagnon, Alain
To: Singh, Ram; Zovatto, Claudia
Sent: Fri Sep 12 13:40:11 2008
Subject: FW: Transfer Allowance.

What do you recommend we answer to this?

We have no other document but the TBS decision dated 9 April 87 and before that the TBS Decision dated 11 Dec 84 which both stated that: a member on the date of transfer from the first place of duty after completion of initial training or 3 years service in the force whichever is first, is entitled to a transfer allowance when relocated under the provision of the RCMP relocation directive (excluding Retirement and Local Area Moves). Member who moves dependants: 1 month salary any other cased 1/2 month salary.

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Yves Bacon [mailto:Yves.Bacon@rcmp-grc.gc.ca]
Sent: September 11, 2008 6:00 PM
To: Gagnon, Alain
Cc: Francine Deleseleuc; Zovatto, Claudia
Subject: RE: Transfer Allowance.

Bonjour Alain.

Senior Management at the RCMP are getting concerned about whether or not we really have the delegated authority to pay for the Transfer Allowance the way it has been since 2005.

In our view, if we cannot find a document (delegation authority) that says something different than the 1987 document, then I believe someone will need to decide if an e-mail received from Treasury Board in 2005 is sufficient to overwrite the 1987 paper? .

As indicated before, please do not hesitate to contact me or Francine should you have any question.

Regards,

Yves Bacon, CMA
Director, Financial Policy and Integrated Relocation Program Finance Branch Corporate
Management & Comptrollership Royal Canadian Mounted Police
Phone: (613) 990-5685
Fax : (613) 952-7167

>>> <Alain.Gagnon@tbs-sct.gc.ca> 8/28/2008 1:44 PM >>>

Bonjour Yves,

Sorry for the delay, I have spoken to Claudia on this but still need some input from Ram and our schedule hasn't permit us to meet. We are trying to schedule a meeting after my work hours and his school time.

I'm trying to figure out the actual time frame that this should have started to be paid.

Alain

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

-----Original Message-----

From: Yves Bacon [mailto:Yves.Bacon@rcmp-grc.gc.ca]

Sent: August 25, 2008 4:36 PM

To: Gagnon, Alain

Cc: Francine Deleseleuc

Subject: Transfer Allowance.

Bonjour Alain,

I am following up with you on your latest meeting with Francine Deleseleuc (July 30th) where you agreed to make additional research on the Transfer Allowance and to also have discussion with Ram about some documents he used (i.e made reference to) when he rendered his policy interpretation.

The employees representatives are putting a lot of pressure on us right now and we committed to get back to them by mid-September so please do not hesitate to contact me or Francine directly should you need to discuss further.

Thank for your support.

Regards,

Yves Bacon, CMA

Director, Financial Policy and Integrated Relocation Program Finance Branch Corporate
Management & Comptrollership Royal Canadian Mounted Police
Phone: (613) 990-5685
Fax : (613) 952-7167

>>> <Alain.Gagnon@tbs-sct.gc.ca> 7/28/2008 10:13 AM >>>

Yves,

As discussed during our Meeting a few weeks ago, I conducted a research on possible other decision of the TB with regards to RCMP Transfer Allowance.

TB 805065 dated 9 April 1987 is the last one found which specifically defines the Transfer Allowance.

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada, Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5
613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

-----Original Message-----

From: Yves Bacon [mailto:Yves.Bacon@rcmp-grc.gc.ca]
Sent: July 15, 2008 2:04 PM
To: Gagnon, Alain
Cc: Francine Deleseleuc
Subject: Rencontre du 11 juillet avec la GRC

Good afternoon Alain,

I would like to start by thanking you and Claudia for taking the time from your busy schedule to meet Ron , Francine and myself last week ; I believe this session was very informative for both groups.

As you probably noticed, the issue about "relocation allowance" is very sensitive with the RCMP and subject to regular questioning by the membership . Our Chief Financial and Administrative Officer, Mr. Alain Pierre Séguin is very interested by the outcome so he asked for an update of our meeting, including the next steps. Based on my note, the next milestone was to get an answer about when the policy change took place and based on which documents / reason (new TB submission).

So in order to complete my briefing note, I would like to get an estimate / time line on when you expect to have such information made available ? I realize that you are very busy right now but this information is crucial for the RCMP as it will be used to close some grievances (favorable or not) and will also prevent future ones.

Please do not hesitate to contact me should you need to discuss further.

Regards,

Yves Bacon, CMA

Director, Financial Policy and Integrated Relocation Program Finance Branch Corporate
Management & Comptrollership Royal Canadian Mounted Police
Phone: (613) 990-5685

Graham, Don

From: Singh, Ram
Sent: September 24, 2008 5:12 PM
To: Gagnon, Alain; Danagher, Dan; Zovatto, Claudia
Subject: Re: Call from President- RLRS

Grt move. They r our current contractor and as such are sharing development in their organization which u handled correctly

Keep it up
R

From: Gagnon, Alain
To: Danagher, Dan; Zovatto, Claudia
Cc: Singh, Ram
Sent: Wed Sep 24 10:56:20 2008
Subject: Call from President- RLRS

FYI.

I received a call from Mr. Graham Badun yesterday (President of RLRS) and he informed me that Brookfield Management (RLRS) had just purchased GMAC Relocation, one of the largest Relocation service providers in the industry, Headquartered in the US. They offered World wide relocation services to some of the largest companies on the planet; this will take effect in approx 15 days. He saw fit to inform me and a few other Government employer (probably DND, RCMP and PW) of this news before it was made public.

I congratulated them on their new acquisition and wished them the best of luck with this new venture.

For Ethical reasons, as we are going through a new IRP contract and they (RLRS) will probably be bidding to acquire the IRP contract, I want to ensure that you are aware of this conversation and hereby make it official with this email.

Here's a link which corroborates this event.

<http://money.aol.ca/article/brookfield-gmac-2nd-writethru-bgt/352606/>

Alain Gagnon

A. Gagnon

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-952-3211 | Alain.Gagnon@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Graham, Don

From: Singh, Ram
Sent: October 6, 2008 4:35 PM
To: Prescott, Edith; Zovatto, Claudia
Cc: Stever, Linda; Ross, Sean; Hébert, Julie; Caron, Natalie Aline
Subject: Re: URGENT - APPROVAL - ML - Relocation directive change

I am concerned with this text - makes no sense:

the current National Joint Council review of the IRD, the parties have agreed to the President of the Treasury Board, under a delegated authority, has approved the introduction of a Home Sale Assistance of 10% for represented employees, to allow them to

From: Prescott, Edith
To: Singh, Ram; Zovatto, Claudia
Cc: Stever, Linda; Ross, Sean; Hébert, Julie; Caron, Natalie Aline
Sent: Mon Oct 06 16:08:46 2008
Subject: URGENT - APPROVAL - ML - Relocation directive change

Hi,

I have reworked the media lines and questions and answers in light of the information and past comments. Please let me know if you have more comments or approve by tomorrow lunchtime. As soon as I have your approvals, as well as Hélène's, we will start the necessary work to publish the change on the web.

Issue:

The Integrated Relocation Directive (IRD) addresses the needs for reimbursement of costs for indeterminate employees in the core public administration subject to relocation to a new place of duty. In the current National Joint Council review of the IRD, the parties have agreed to the President of the Treasury Board, under a delegated authority, has approved the introduction of a Home Sale Assistance of 10% for represented employees, to allow them to reduce their listing price by up to 10% in response to market pressures and fluctuating market conditions. The change should take effect on October 1, 2008.

Background:

The Integrated Relocation Directive (IRD) addresses the needs for reimbursement of costs for indeterminate employees in the core public administration subject to relocation to a new place of duty. A similar relocation program is in place for members of both the RCMP and the Canadian Forces (CF) (overseas postings of CF members are processed under the IRP). The objective of the IRD is to ensure that all core public administration employees are provided with information, counselling and professional assistance according to their particular needs throughout every step of their relocation.

This Directive was developed in partnership by employer and bargaining agent representatives at the National Joint Council (NJC). Its provisions form part of the collective agreements of the participating parties under the By-Laws of the NJC. The provisions also apply to persons not covered by collective agreements as indicated in the Directive or by employer policy.

The Directive is reviewed generally every three years. In the current review of the IRD the introduction of a Home Sale Assistance of 10% for represented employees, to allow them to reduce their listing price by up to 10% in response to market pressures and fluctuating market conditions. The change should take

effect on October 1, 2008 to enable employees to benefit from this provision as quickly as possible.

Departmental operational requirements greatly impact the need to relocate. There have been between 1,000 and 1,400 relocations of core public administration employees per year between 2004 and 2007.

The new Relocation Directive, containing mostly administrative modifications, is expected to be published on February 1, 2009, two months prior to the effective date of April 1, 2009, to allow employees and departments to become familiar with it. The Integrated Relocation Program is available at: [t:http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/irp_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/irp_e.asp).

Media Lines

- It is the policy of the Government of Canada to relocate an employee in the most efficient manner and at the most reasonable cost to the public. The relocation should also have the minimum detrimental effect on the employee, his or her family, and on the employing department's operations.
- The Home Sale Assistance will benefit both employees, who can sell their home more rapidly, and the government, which will offset these cost through reduced Temporary Dual Residence Assistance and other administrative charges incurred over a longer period of time when an actively marketed house remains unsold and/or vacant.
- The Government of Canada values its employees and the important work they do in serving Canadians. In enhancing such directives, it seeks to reach a balance that is fair to its employees and to Canadian taxpayers.

Questions and Answers

Q1. How much will that modification to the Relocation Directive cost to taxpayers?

A1. This assistance to employees should be cost neutral for Canadian taxpayers as the reduced payment in Temporary Dual Residence Assistance and other administrative charges incurred when a house remains unsold and/or vacant over a longer period of time will offset the 10% Home Sale Assistance .

Currently, relocating employees are provided a Temporary Dual Residence Assistance, that is to say, a reimbursement of actual and reasonable expenses associated with maintaining two residences if the housing market hinders the sale of their former residence.

Q2. To which other groups of employees did the Home Sale Assistance of 10% applied before this change?

A2. Employees in the executive category (EX) and Governor in Council appointees already had this assistance.

Q3. How many public service employees are relocated in a year?

A3. Between 1,200 and 1,400 employees of the core public administration are relocated yearly. The core public administration consists of about 190,000 employees in more than 80 departments and agencies named in Schedule I and Schedule IV of the *Financial Administration Act*.

Q4. Who does the Integrated Relocation Directive to?

A4. The Integrated Relocation Directive applies to those employees who are authorized to move from one place of duty to another, or for employees relocating from their residence to another place of duty upon being newly appointed in the public service.

Thanks in advance,

Edith Prescott
Senior Communications Strategist | Stratège principal en communications
Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations
parlementaires
Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-0552 | Edith.Prescott@tbs-sct.gc.ca | facsimile/télécopieur 613-941-4000



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Ross, Sean
Sent: October 6, 2008 8:36 AM
To: Prescott, Edith
Cc: Stever, Linda; Zovatto, Claudia
Subject: FW: RSVP-COMMENTS First draft ML - Relocation directive change

Bonjour Edith:

Please see the additional information below from Ram. Could you incorporate into the media lines?

Merci.

From: Zovatto, Claudia
Sent: October 3, 2008 3:31 PM
To: Gagnon, Alain; Ross, Sean
Subject: Fw: RSVP-COMMENTS First draft ML - Relocation directive change

No cost

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

From: Singh, Ram
To: Zovatto, Claudia
Cc: Singh, Ram
Sent: Thu Oct 02 18:09:39 2008
Subject: Re: RSVP-COMMENTS First draft ML - Relocation directive change

Correct

We do not expect it to cost because as it is currently we spend more on files where employee are using an entire year in TDRA situations because the houses are not being able to be sold quickly! TDRA includes accomm cost at new destination which averages to 1500/2000/per month.

Because of this and other related expenses we fell that it is cost neutral - a reduction in TDRA expenses and other costs relative to two properties vs the 10% assistance

R

From: Zovatto, Claudia
To: Stever, Linda; Prescott, Edith
Cc: Ross, Sean; Singh, Ram; Hébert, Julie; Gagnon, Alain
Sent: Thu Oct 02 17:31:27 2008
Subject: RE: RSVP-COMMENTS First draft ML - Relocation directive change
In the copy of the memo to Pres I was able to locate, it indicates that this provision is cost-neutral to the Crown.
Ram please confirm whether or not this is the case.
RDIMS 560483

Claudia Zovatto
Senior Director | Directrice principale
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-952-2027 | Zovatto.Claudia@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

From: Stever, Linda
Sent: October 2, 2008 5:10 PM
To: Prescott, Edith; Zovatto, Claudia
Cc: Ross, Sean; Singh, Ram; Hébert, Julie
Subject: RSVP-COMMENTS First draft ML - Relocation directive change

Bonjour Edith,

**Suite à une conversation avec Claudia, j'aimerais proposer un petit changement au premier paragraphe:
(see pink highlight)**

Issue:

The Integrated Relocation Directive (IRD) addresses the needs for reimbursement of costs for indeterminate employees in the core public administration subject to relocation to a new place of duty. In the current National Joint Council review of the IRD, the parties have agreed to the introduction of a Home Sale Assistance of 10% for represented employees, to allow them to reduce their listing price by up to 10% in response to market pressures and fluctuating market conditions. The change should take effect on October 1, 2008.

Linda Stever
Senior Advisor | Conseiller principal
Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-952-2977 | Linda.Stever@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3279



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prescott, Edith
To: Singh, Ram; Zovatto, Claudia
Cc: Ross, Sean; Caron, Natalie Aline; Hébert, Julie; Gagnon, Alain
Sent: Thu Oct 02 14:22:36 2008

Subject: RE: COMMENTS First draft ML - Relocation directive change

Hi,

Here is another go at it based on your emails, although, I must admit, it is challenging to write lines based on one briefing note.

Ram – I have not been able to locate a memo to President where the costs would have been mentioned. Could it be in another document and could I please be provided it so I could develop some answer to the first question?

Claudia – I have tried to address your concern on fair treatment of employees, but I cannot eliminate it entirely - I will not have any story left to tell unless you can provide me with a better rationale.

I have attached the document so you can see the track changes and pasted the content below so that you can access the document on your Blackberry. As the NJC is about to post (if it already hasn't) its communiqué, I would appreciate a response by 9 h 00 tomorrow. Thanks in advance.

Relocation

Issue:

The Integrated Relocation Directive (IRD) addresses the needs for reimbursement of costs for indeterminate employees in the core public administration subject to relocation to a new place of duty. In the current review of the IRD, the President of the Treasury Board, under a delegated authority, has approved the introduction of a Home Sale Assistance of 10% for represented employees, to allow them to reduce their listing price by up to 10% in response to market pressures and fluctuating market conditions. The change should take effect on October 1, 2008.

Background:

The Integrated Relocation Directive (IRD) addresses the needs for reimbursement of costs for indeterminate employees in the core public administration subject to relocation to a new place of duty. A similar relocation program is in place for members of both the RCMP and the Canadian Forces (CF) (overseas postings of CF members are processed under the IRP). The objective of the IRD is to ensure that all core public administration employees are provided with information, counselling and professional assistance according to their particular needs throughout every step of their relocation.

This Directive was developed in partnership by employer and bargaining agent representatives at the National Joint Council (NJC). Its provisions form part of the collective agreements of the participating parties under the By-Laws of the NJC. The provisions also apply to persons not covered by collective agreements as indicated in the Directive or by employer policy.

The Directive is reviewed generally every three years. In the current review of the IRD the introduction of a Home Sale Assistance of 10% for represented employees, to allow them to reduce their listing price by up to 10% in response to market pressures and fluctuating market conditions. The change should take effect on October 1, 2008 to enable employees to benefit from this provision as quickly as possible.

Departmental operational requirements greatly impact the need to relocate. There have been between 1,000 and 1,400 relocations of core public administration employees per year between 2004 and 2007.

The new Relocation Directive, containing mostly administrative modifications, is expected to be published on February 1, 2009, two months prior to the effective date of April 1, 2009, to allow employees and departments to become familiar with it. The Integrated Relocation Program is available at: [t:http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/irp_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/irp_e.asp).

General Media Lines

- It is the policy of the Government of Canada that in any relocation, the aim must be to relocate an employee in the most efficient manner, at the most reasonable cost to the public while having a minimum detrimental effect on the employee and family and on departmental operations.

- The change made in the Integrated Relocation Directive focuses on the consistent application of employees when relocating as this assistance was already available to other groups of employees within the core public administration.
- The Government of Canada values its employees and the important work they do in serving Canadians. In enhancing such directives, it seeks to reach a balance that is fair to its employees and to Canadian taxpayers.

Questions and Answers

Q. How much will that modification to the Relocation Directive cost to taxpayers?

A. (Want to talk about the limited number of moves combined to the limited number of depressed real estate markets? In any case, this question must be addressed.)

Q. To which other groups of employees did the Home Sale Assistance of 10% applied before this change?

A. Employees in the executive category (EX) and Governor in Council appointees already had this assistance.

Edith Prescott
 Senior Communications Strategist | Stratège principal en communications
 Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-0552 | Edith.Prescott@tbs-sct.gc.ca | facsimile/télécopieur 613-941-4000



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: October 1, 2008 8:04 PM
To: Zovatto, Claudia; Prescott, Edith
Cc: Ross, Sean; Gagnon, Alain
Subject: Re: COMMENTS First draft ML - Relocation directive change

The cost factor was provided originally when we went to pres the first time
 R

From: Zovatto, Claudia
To: Prescott, Edith
Cc: Ross, Sean; Gagnon, Alain; Singh, Ram
Sent: Wed Oct 01 16:38:39 2008
Subject: FW: COMMENTS First draft ML - Relocation directive change

Edith,

A few things.

Issue - While the President did approve the changes, he was exercising a delegation to him from TB so I am

2011-01-27

000107

wondering how best to categorize this in the issue section.

Background - Similar programs are in place for the CF and RCMP – but they are not identical.

General media lines - I think we want to steer away from language that suggests that we are trying to treat all employees no matter the level in an identical fashion – this just invites union comment on needing to treat all identically for everything.

Alain/Ram – you guys need to assist in discussing how much this change could cost the Crown. I know that you can't say for sure but you need to give some kind of answer on where this is likely to apply and extent.

Claudia Zovatto

Senior Director | Directrice principale

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-952-2027 | *NSW* Claudia.Zovatto @tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

From:
Sent: September 29, 2008 4:20 PM
To:
Cc: Zovatto, Claudia; Hébert, Julie
Subject: COMMENTS First draft ML - Relocation directive change

Good afternoon,

This is what I have come up with. Please let me know if I am on the right track – especially with the question regarding the costs of the change. I will look forward to receive your input by tomorrow, early afternoon. The faster I get your feedback, the faster we can get these lines approved and have the green light to publish the changes on the web.

<<ML - Relocation Directive Update Oct08.DOC>>

Thanks in advance.

Edith Prescott

Senior Communications Strategist | Stratège principal en communications

Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires

Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles

2011-01-27

000108

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-957-0552 | Edith.Prescott@tbs-sct.gc.ca | facsimile/télécopieur 613-941-4000

Graham, Don

From: Singh, Ram
Sent: October 30, 2008 11:05 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Singh, Ram
Subject: Re: Report on the Cyclical Review of the NJC Relocation Directive

Sean I fully understand however I was surprised because the secretariat is and has been working on the final document. Last week we went through the entire document reviewing all the changes and signed off but have to wait on those who were not there for our group - I was alone!

I was more surprised because I do not know French well to review the translation - when I used to prepare the doc I contracted Richard to review the French!

We are waiting on the secretariat and I also advised both Maryse and Karine to please review Maryse's concerns quickly!
R

From: Ross, Sean
To: Singh, Ram
Cc: Zovatto, Claudia
Sent: Thu Oct 30 10:38:04 2008
Subject: RE: Report on the Cyclical Review of the NJC Relocation Directive

Ram, I am sorry if you were offended. That certainly wasn't my intention. Maryse spoke to me about her concerns as a member of my staff and in the context of balancing all of her work priorities.

From: Singh, Ram
Sent: October 30, 2008 10:30 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Singh, Ram
Subject: Re: Report on the Cyclical Review of the NJC Relocation Directive

Sean I am offended by this email!

I am on language training and take time to attend necessary meetings when grievances or directive work as to be done

What is being asked of me is ridiculous and I seek an apology because I do not know French, am not in a position to correct any translation and that is the mandate - we have been told so over and over - of the NJC.

Maryse is a francophone and she may have identified areas of concern, good for her! She was not at recent meetings, neither of them, so the documents were put back until they find time to attend! The directive has been completed and is with the NJC

The document for the executive C has been signed *sauf les deux*!

Sean, On another note, I am extremely offended that these two individuals have found it fit to report to you instead of speaking to me - I guess that you are now responsible for the relocation committee and if that is so then maybe it is time I change my responsibilities and move on! I will make it a point to meet with my director early next week to seek a transfer of responsibilities or a transfer to another employer

Thank you for your support in the past

Respectfully

D Singh

From: Ross, Sean
To: Singh, Ram
Cc: Zovatto, Claudia
Sent: Thu Oct 30 09:14:31 2008
Subject: FW: Report on the Cyclical Review of the NJC Relocation Directive
Hi Ram:

I am glad to see that this matter is progressing towards completion. However, I wanted you to know that Maryse Bernier has expressed a concern in that she is somewhat overwhelmed by the level of work still to be done at this stage of the review.

As you know, she has been working diligently for quite some time now on bringing this to fruition as has Susan Harrison. Both these individuals need your continued support and as the OPI I think they are looking to you to also take a more active role at this juncture. I recognize that it may not be always easy given that you are away from the office now on training, but based on a conversation I had earlier this week with Maryse and the note you sent to the committee (below), I think they are left feeling that they have to bear the full burden.

Sean

Sean P. Ross
A/Senior Director, Labour Relations Operations | Directeur principal (p.i.), Opérations Relations de Travail
LRCO | RTOR
Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-941-5381 | facsimile/télécopieur 613-952-0701

From: Bernier, Maryse
Sent: October 29, 2008 9:19 AM
To: Ross, Sean
Subject: FW: Report on the Cyclical Review of the NJC Relocation Directive

As discussed yesterday.

Maryse Bernier
Employer Representation Advisor - Conseillère, représentation de l'employeur
Labour Relations Operations - Opérations des relations de travail
Tel. 957-4242
Fax 952-0701

From: Singh, Ram
Sent: October 27, 2008 8:50 AM
To: Bernier, Maryse; 'karine.beauchamp@njc-cnm.gc.ca'
Cc: 'HARRISON.SPM@forces.gc.ca'
Subject: Re: Report on the Cyclical Review of the NJC Relocation Directive

Can we plz get this comparin completed. The current dir has the same problem

SVP nous devons faire cette comparaison parce que le directive courrant a le meme probleme
Merci a tous
R

From: Bernier, Maryse
To: 'Beauchamp, Karine: NJC'
Cc: 'Harrison, Susan' ; Singh, Ram
Sent: Mon Oct 27 07:25:12 2008
Subject: RE: Report on the Cyclical Review of the NJC Relocation Directive

Karine,
I have been going through the directive and I have a lot of changes to suggest. I also found some translation problems.

Now I need to compare what you have done with what I have. When do you need my changes by?

Maryse Bernier
Employer Representation Advisor - Conseillère, représentation de l'employeur
Labour Relations Operations - Opérations des relations de travail
Tel. 957-4242
Fax 952-0701

From: Beauchamp, Karine: NJC [mailto:karine.beauchamp@njc-cnm.gc.ca]
Sent: October 22, 2008 4:31 PM
To: Harrison, Susan
Cc: Bernier, Maryse
Subject: Report on the Cyclical Review of the NJC Relocation Directive

Hello Susan:

Just a reminder that your signature is required on the NJC Relocation Directive Cyclical Review Report; you can come in to the NJC at anytime to sign. The report will be at the front desk.

Also, although we did not have quorum on the Employer Side this morning to hold a formal meeting, the committee went ahead and examined the suggested changes I had made to the Directive last week and emailed to everyone. I am attaching a revised copy of the Directive with the approved changes in "track-changes" for you and Maryse to approve in between meetings. Note that most of the changes are editorial in nature. Once I have your approval, the changes will be made and the Directive will be ready to be tabled along with the report at the next Executive Committee meeting on November 26, 2008.

Thank you,

Karine Beauchamp
NJC Committee Advisor/Conseillère aux comités du CNM
National Joint Council of the Public Service of Canada/Conseil national mixte de la fonction publique du Canada
C.D. Howe Building / Immeuble C.D. Howe
240 Sparks Street / 240 rue Sparks
West Tower, 7th floor / Tour ouest, 7e étage

Graham, Don

From: Singh, Ram
Sent: November 10, 2008 11:41 AM
To: 'byar.lacite@bellnet.ca'; Zovatto, Claudia
Subject: Fw: NJC-RELO Meeting Agenda for November 26, 2008 /RELO - CNM Projet d'ordre du jour pour la réunion prévue le 26 novembre 2008
Attachments: RELO Agenda 26 NOV 08.doc

FYI - a must attend meeting because of grievance

From: Beauchamp, Karine: NJC
To: Amyot, Patrick ; Bernier, Maryse; Goodman, Brenda ; Harrison, Susan ; Lepage, Diane ; Ranger, Martin ; Singh, Ram; Van Den Bergh, Joan
Sent: Mon Nov 10 11:17:02 2008
Subject: NJC-RELO Meeting Agenda for November 26, 2008 /RELO - CNM Projet d'ordre du jour pour la réunion prévue le 26 novembre 2008

Goodmorning members,

Please find enclosed the draft agenda to be presented at the next meeting of the Relocation Committee scheduled for Wednesday, November 26, 2008. You will recall that the grievance hearing scheduled for that day was pushed back to **1:00PM**.


Also, for your information, Diane is required to present the RELO Cyclical Review Report to the Executive Committee on the very same afternoon. Obviously, Diane cannot be at two places at once. What I suggested to her and what we agreed on was that once the parties have completed their oral submissions and the Committee has had a chance to ask its questions of clarification, we will break before commencing deliberations. That way Diane will be able to attend the Executive Committee meeting (next door) and present the report. This should not take more than ½ hour to 45 minutes. We will begin deliberations upon her return.

Quorum was ascertained last week. If your availability has since changed please inform me immediately.

Thank you,

Karine Beauchamp

NJC Committee Advisor/Conseillère aux comités du CNM
 National Joint Council of the Public Service of Canada/Conseil national mixte de la fonction publique du Canada
 C.D. Howe Building / Immeuble C.D. Howe
 240 Sparks Street / 240 rue Sparks
 West Tower, 7th floor / Tour ouest, 7e étage
 P.O. Box 1525 Station B / C.P. 1525, succursale B
 Ottawa, ON K1P 5V2
 E-mail/Courriel: karine.beauchamp@njc-cnm.gc.ca
 (613) 990-1725
 (613) 990-7071 Fax/Télécopieur

 Is it necessary to print this email? Est-ce nécessaire d'imprimer ce message?



**National
Joint Council
of the
Public Service
of Canada**

**Conseil
national mixte
de la
fonction publique
du Canada**

41.1.19

DRAFT AGENDA / PROJET D'ORDRE DU JOUR

AGENDA / ORDRE DU JOUR

COMMITTEE / COMITE: Relocation Committee/
Comité sur la réinstallation

MEETING / RÉUNION: 19

DATE: November 26, 2008 / le 26 novembre 2008

TIME / HEURE: 1:00 p.m. to 4:30 p.m. / 13 h 00 à 16 h 30

PLACE / LIEU: Room 710-711, West Tower, 7th Floor, 240 Sparks Street
Pièce 710-711, Tour Ouest, 7^e étage, 240, rue Sparks

-
- 1. Adoption of the agenda / Adoption de l'ordre du jour**
 - 2. 41.4.21 – Relocation Directive Grievance – Relocation Expenses – Committee Recommendation / Grief sur la Directive sur la réinstallation – Dépenses de réinstallation – Recommandation du comité**
 - 3. Outstanding Items / Items en suspens**
No outstanding grievances / Aucuns griefs en suspens
 - 4. Next meeting / Prochaine réunion**
December 10, 2008 / le 10 décembre 2008

P.O. Box 1525, Station B
Ottawa, Ontario K1P 5V2

C.P. 1525, Succursale B
Ottawa (Ontario) K1P 5V2

NJC RELOCATION COMMITTEE
STATUS OF OUTSTANDING GRIEVANCES

NUMBER	NAME	LANGUAGE	DATE REC'D	TYPE	DEPT	BA	STAGE
		S.I.	27 MAR 08	Reimbursement of Expenses	CFIA	PIPSC	Scheduled for November 26, 2008

Scheduled for... Awaiting hearing date

Referred to Exec Heard by GIC

Analysis NJC Secretariat - Committee Advisor

Referred to Exec Direct referral from NJC Secretariat

Abeyance At the request of...

Withdrawn

Singh, Ram

From: Singh, Ram
Sent: December 3, 2008 1:12 PM
To: Zovatto, Claudia; Gagnon, Alain
Cc: Singh, Ram
Subject: RE: DG Management Board Meeting
Importance: High

I strongly disagree with this because the people in there do not have the background. The tender process was not flawed and no one who worked on the document preparation was in the screening room other than PWGSC'S representative. I wish to register my feelings on this and based on what I have been hearing this program is no longer what it was approved as. This is a TBS program with PWGSC providing contract support. Instead it has become a PWGSC driven machine and we just bend our heads and follow along.

Please note that both the CF and the RCMP have people in there who never actually worked on this program prior to the current mess. We had a SOW which with the blessings of PWGSC CF changed and since then it has been a darn mess. With all due respect but I fail to see how a consultant who has no knowledge of TBS's mandate on this program along with people who had no working knowledge of the program itself can develop a SOW, an RFP and select a contractor. Personally I feel that someone has a mandate here!

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Ram.Singh@tbs-sct.gc.ca
Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: December 3, 2008 12:53 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: Fw: DG Management Board Meeting

Fyi - this is in keeping with previous discussions which we have had.

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

From: Jérôme Thauvette
To: Danagher, Dan
Cc: Zovatto, Claudia; Scott Leslie ; Bill Troupe ; Jérôme Thauvette ; Karen Vallevand
Sent: Wed Dec 03 12:50:23 2008
Subject: FW: DG Management Board Meeting

Dan,

Got your voice message, seems we are playing telephone tag.

We are looking forward to hearing from you on the matter of the next DG Management Board meeting. As I indicated in my last email, I believe that it is important to monitor progress and identify any significant issues that are impeding our progress or that are likely to prevent us from achieving our objectives. I am given to believe that the Working Group is still struggling and consequently we definitely need to meet soon to address any of these issues. It would also be a good opportunity to introduce Scott and for him to defrief us on his meeting with our DM on this file. Our DM has expectations that need to be communicated to the DG Management Board.

Due to the issues which have been encountered with respect to the two previous RFPs for the IRP I believe that it is very important that we ensure that all of the participating organizations have new teams working on the new procurement which were not significantly involved in the preparation of those earlier RFPs or were members of the evaluation teams for those procurements. I would like to seek this assurance at the next DG Management Board Meeting.

Regards,

Jérôme

Jérôme Thauvette
Director General
Services and Technology Acquisition
Management Sector
Directeur général
Secteur de la gestion de l'approvisionnement en services
et en technologies
Public Works and Government Services Canada
Travaux publics et services gouvernementaux Canada
Phone: (819) 956-1649/Fax: (819) 956-2675
Cell: (613) 889-6796

Singh, Ram

From: Bill Troupe [Bill.Troupe@pwgsc.gc.ca]
Sent: December 15, 2008 8:07 AM
To: Singh, Ram
Cc: Tamara Chamberlain
Subject: FW: IRP

Good Morning Ram,

Understanding that you have an appointment on Queen St at 1:00 PM today, it would appear that a meeting this afternoon is not optimal. I don't know what I was thinking with regard to the getting together after the DG meeting. Unfortunately,

I am more than willing to get together with you any morning this week (except today), if you would still like to do so. I am expecting that the SOR and Evaluation Criteria for the new IRP will be delivered today, I anticipate that time will be of a premium, thus as much advanced planning as possible would be appreciated for our meeting.

Cheers,

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

-----Original Message-----

From: Bill Troupe
Sent: Friday, December 12, 2008 12:15 PM
To: 'Ram.Singh@tbs-sct.gc.ca'
Subject: RE: IRP

There is an IRP DG Management Board meeting from 1:00 to 3:00 PM on Monday, at your 400 Cooper St location.

Bill Troupe
 Mgr IRP/ Gestionnaire PRI
 SPID STAMS / DISA SGAST
 Tel / Tél: 819-956-0972
 Cell / Tél: 613-889-8997

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Friday, December 12, 2008 12:13 PM
To: Bill Troupe
Cc: Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain
Subject: Re: IRP

When is the meeting?

----- Original Message -----

s.19(1)

From: Bill Troupe <Bill.Troupe@pwgsc.gc.ca>
To: Singh, Ram
Cc: Gagnon, Alain; Tamara Chamberlain <Tamara.Chamberlain@pwgsc.gc.ca>
Sent: Fri Dec 12 09:27:08 2008
Subject: RE: IRP

Ram,

Would you like to discuss this after the interdepartmental meeting on Monday?

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Thursday, December 11, 2008 3:26 PM
To: Bill Troupe
Cc: Ram.Singh@tbs-sct.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; mbonin@royalpage2.com
Subject: IRP

Hi Bill we all are busy but I need for us to meet next week to address our concerns with on going ops and delays in release of new policy documents. These delays affect planning for new year, training for new year, system update for new year, printing and distribution of policy doc for new year just to name a few! Not to forget I have to deal with the NJC

Thanks

Ram

Singh, Ram

From: Gagnon, Alain
Sent: December 12, 2008 1:03 PM
To: Singh, Ram
Cc: 'Bill.Troupe@pwgsc.gc.ca'
Subject: RE: IRP

Reference to the DG Meeting to be held here at 400 Cooper on Monday 15 Dec 08 at 1300hrs (1:00pm).

Alain Gagnon
 Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0G5 Alain.Gagnon@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: December 12, 2008 12:13 PM
To: 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain; 'Tamara.Chamberlain@pwgsc.gc.ca'
Subject: Re: IRP

When is the meeting?
 and I have an appointment on queen st for 1pm.

----- Original Message -----

From: Bill Troupe <Bill.Troupe@pwgsc.gc.ca>
To: Singh, Ram
Cc: Gagnon, Alain; Tamara Chamberlain <Tamara.Chamberlain@pwgsc.gc.ca>
Sent: Fri Dec 12 09:27:08 2008
Subject: RE: IRP

Ram,

Would you like to discuss this after the interdepartmental meeting on Monday?

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Thursday, December 11, 2008 3:26 PM

To: Bill Troupe
Cc: Ram.Singh@tbs-sct.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; mbonin@royalpage2.com
Subject: IRP

Hi Bill we all are busy but I need for us to meet next week to address our concerns with on going ops and delays in release of new policy documents. These delays affect planning for new year, training for new year, system update for new year, printing and distribution of policy doc for new year just to name a few! Not to forget I have to deal with the NJC

Thanks

Ram

Graham, Don

From: Singh, Ram
Sent: December 16, 2008 8:44 AM
To: 'Bill.Troupe@pwgsc.gc.ca'
Cc: 'Scott.Leslie@pwgsc.gc.ca'; 'Tamara.Chamberlain@pwgsc.gc.ca'; Zovatto, Claudia; Gagnon, Alain; Singh, Ram
Subject: Re: IRP Symposium attendance

Hi Bill!

Thank you for this response which only serve to solidify my feelings about this project and my future involvement. Hey after all I am the one who has the back ground in the project but that is of no value here because personally I believe firmly why I hyave been side-lined!

I have no intention of reviewing any policy document or preparing any material on the IRP - this is now your departmental responsibility because hey "we have to keep an eye on that boy"; time I move on and leave this to thye department that advised the OAG it has nothing to do with the IRP except to draw-up the contract document. Suddenly you are now totally involved!

Best of luck to you and the team of technical experts on the IRP.

D Singh
Poilicy analyst

From: Bill Troupe
To: Singh, Ram
Cc: Scott Leslie ; Tamara Chamberlain ; Zovatto, Claudia
Sent: Mon Dec 15 09:51:51 2008
Subject: FW: IRP Symposium attendance

Ram,

1. The tone of your email is not understood. PWGSC has an interest in who will be presenting at the (contractual) RLRS Training Symposium in February, based on previous discussions at the DG Management Board pertaining to the sensitivity of this requirement. Under normal circumstances, this would not be of particular concern. However, due to the implications that this may have with regard to the Evaluation of Bids received in response to the forthcoming IRP RFP, and given that there may be a limited pool of candidates to participate in the bid evaluations, additional caution is appropriate. Personnel who could potentially be involved with the bid evaluations should not be associating with the bidders during that particularly sensitive phase of the procurement; this would not be at all appropriate. It is for this reason and based on the previous direction provided by the DG Management Board (re: limitation of participation in this event), PWGSC has a role to play in appropriately advising all concerned with regard to the potential procurement risks. Prior to your French Training, you were included in discussions on this subject.

2. PWGSC made a commitment to advise RLRS who would be attending the Annual Training Symposium, at the IRP Quarterly meeting on December 3, 2008. We are doing our best to fulfill this commitment.

3. Please feel free to contact me, should you wish to discuss this further.

Regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,

2011-01-27

000122

**Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement
en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada**

**Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675**

From: Tamara Chamberlain
Sent: Monday, December 15, 2008 9:02 AM
To: Bill Troupe
Subject: FW: IRP Symposium attendance

FYI.

Merci / Regards,

Tamara Chamberlain, M.B.A.

Chef d'équipe / Team Leader

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Friday, December 12, 2008 2:42 PM
To: Tamara Chamberlain; Alain.Gagnon@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca;
france.mcdougall@rcmp-grc.gc.ca; Guylaine.Pare@rcmp-grc.gc.ca; ERIC.KAHLER@forces.gc.ca
Subject: Re: IRP Symposium attendance

I would like to know why pWGSC is involved in this! As I mentioned the last time around rthis responsibility rests with TBS. I am very concerned that PWGSC is once again crossing into areas outside of their mandate and they explicitly said to thye OAG that their mandate rests with the contract

D singh TBS

From: Tamara Chamberlain
To: Singh, Ram; Gagnon, Alain; Francine Deleseleuc ; France McDougall ; Guylaine Pare ;
ERIC.KAHLER@forces.gc.ca
Sent: Fri Dec 12 14:14:28 2008
Subject: IRP Symposium attendance

Good afternoon

Following the IRP quarterly meeting held with RLRS on 3 December 2008, I would like to confirm the TBS, RCMP

2011-01-27

000123

and CF representatives for purposes of presenting information, etc. at the symposium. Could you please advise if your organization intends to send a representative and if so, who will be the individual representing your organization?

Thank you in advance.

Merci / Regards,

Tamara Chamberlain, M.B.A.

Chef d'équipe / Team Leader

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate

Direction générale des Approvisionnements | Acquisitions Branch

Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

Singh, Ram

From: Singh, Ram
Sent: December 17, 2008 3:34 PM
To: 'Bill.Troupe@pwgsc.gc.ca'
Cc: 'Tamara.Chamberlain@pwgsc.gc.ca'; 'Scott.Leslie@pwgsc.gc.ca'; 'kahler.ec@forces.gc.ca'; 'Todd.Lamb@rcmp-grc.gc.ca'; Gagnon, Alain; Singh, Ram
Subject: Re: Royal LePage Relocation Services

Mr troupe I think that this was sent to me in error so please amend your mailing list - I have nothing to do with your retendering process regardless of the fact that I was the person who started the IRP from its development phase on and apparently am not sufficiently qualified under the current process. Of note I find the discussion interesting in that parties who have no working knowledge of the IRP are finalising how and what is required. I am very optimistic of the iRP's success which will be as great as the CRS and Govt Travel Programs.

Please note that I am copied in this response to ensure that my legal counsel (something I am pondering of doing) is aware of my non-involvement

D Singh
Policy analyst

From: Bill Troupe
To: dian.hardiman@cra-arc.gc.ca ; kim.scharfe@cra-arc.gc.ca
Cc: Tamara Chamberlain ; Scott Leslie ; KAHLER.EC@forces.gc.ca ; Todd.Lamb@rcmp-grc.gc.ca ; Singh, Ram; Gagnon, Alain; Elizabeth Duhaime
Sent: Wed Dec 17 13:32:22 2008
Subject: Royal LePage Relocation Services

Good Morning Kim and Dian,

1. Firstly, I must apologise for the appearance of avoiding you on the matter of Deductions at Source in relation to the GOC Integrated Relocation Program contract with Royal LePage Relocation Services (RLRS). As I may have mentioned to you, we are in the midst of doing a new procurement for these services and, to say the least, the process thus far has been challenging.

2. Since we last met, the demands of this new procurement have been extraordinary, further influenced by a change in reporting relationship for Contracting Team. This is by no means an excuse for not being more responsive to you, however, it is a reason. Notwithstanding these points, I have been doing whatever can be done to secure an additional resource to address this matter, such that it might be progressed with appropriate haste. All this to say that while I would like to have done more on this issue, little has been accomplished. We are hopeful that our efforts to escalate this matter are now starting to bear fruit. I was advised this morning that there is the prospect of some additional assistance.

3. At our last meeting, I requested that RLRS provide an issue summary to assist others within the GOC to understand the matter and to provide a baseline from which to work. This was received and is attached below for your edification. It appears to be correct, based on our discussions in late October and is likely general enough for most others to gain an appreciation for the issues.

<<CPP Memo to PWGSC.pdf>>

4. In the interest of garnering additional senior management support, are you able to provide any information with regard to the quantum of funds that might be available for a refund to RLRS as a result of their deemed employer relationship? I believe that I will have greater visibility for this matter, if I can in some way quantify the

dollar value involved, while I note the associated time limitation. As you may be aware, the employers portion of the CPP premiums that have been paid by RLRS have been reimbursed by the GOC Client Departments and thus any refund would be similarly flowed through to these same departments. Understandably, this will be a matter to be resolved between Royal LePage and PWGSC. By virtue of the meeting in late October with RLRS, CRA and PWGSC, I believe this indicates their willingness to work openly with PWGSC to find an appropriate solution. If you are prevented from sharing the information requested above, is this specifically known by RLRS? As I am certain you would appreciate, given the approaching time limit to apply for reimbursement, knowing the associated financial risk to the GOC is important.

5. Any assistance that you could provide would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

Singh, Ram

From: Bill Troupe [Bill.Troupe@pwgsc.gc.ca]
Sent: December 29, 2008 10:00 AM
To: Singh, Ram
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Thanks Ram.

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats,
 Integrated Relocation Program/ Programme de réinstallation intégré,
 Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
 Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
 Services et en Technologies,
 Acquisitions Branch / Direction Générale Des Approvisionnements
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, December 29, 2008 9:58 AM
To: Bill Troupe; ERIC.KAHLER@forces.gc.ca; france.mcdougall@rcmp-grc.gc.ca
Cc: Tamara Chamberlain; Gary Cooper; Nathalie Blais; Scott Leslie; Alain.Gagnon@tbs-sct.gc.ca;
 Ram.Singh@tbs-sct.gc.ca
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Seasons greetings!

Please be advised that all IRP policies will be approved by TBS and at that time a copy will be provided to the appropriate offices. We respect your request and will cooperate to the utmost within our capabilities but no policy document will be released to anyone in any format, draft or final copy without our permission.

Thank you

Respectfully yours

D Ram Singh TBS
 IRP Program Authority

From: Bill Troupe
To: ERIC.KAHLER@forces.gc.ca ; France McDougall ; Singh, Ram
Cc: Tamara Chamberlain ; Gary Cooper ; Nathalie Blais ; Scott Leslie
Sent: Mon Dec 29 09:48:11 2008
Subject: FW: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good Morning All,

Hopefully, each of you are enjoying some much deserved time off. Compliments of the Season to each of you and your families, with best wishes for good health, prosperity and great success in 2009.

Upon your return, I would request your support in providing through PWGSC any drafts or advanced copies of the updated IRP Policies document, which RLRS requires for the upcoming symposium. I believe that you will have found the email below to be self explanatory. If you have found it necessary to provide any of these documents to RLRS already, please advise when this occurred. If this information has yet to be provided, please advise when you would anticipate having the draft or advance copy of the update ready for distribution.

While I appreciate that publishing a draft or advanced copy of your policy update may be somewhat concerning, I assure you that in the interest of fairness to all potential stakeholders, if this information is provided to RLRS, it must be made available to all parties. Your assistance and cooperation in this matter is very much appreciated.

Best regards,

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats,
 Integrated Relocation Program/ Programme de réinstallation intégré,
 Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
 Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
 Services et en Technologies,
 Acquisitions Branch / Direction Générale Des Approvisionnements
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

From: Bill Troupe
Sent: Monday, December 29, 2008 9:35 AM
To: 'Michel Bonin'
Cc: Tamara Chamberlain; Gary Cooper; 'Ram.Singh@tbs-sct.gc.ca'; 'KAHLER.EC@forces.gc.ca'; 'Todd.Lamb@rcmp-grc.gc.ca'; France McDougall; Nathalie Blais
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Hi Michel,

Thank you for your email.

PWGSC recognizes the requirement to provide RLRS with information pertaining to changes and/or updates to the IRP Policies in order for RLRS to fulfill their obligations under the existing contracts.

In the interest of fairness, openness and transparency in relation to the new procurement of the IRP, PWGSC believes that it is most appropriate that draft or advanced copies of the 2009 IRP Policy document(s) be shared with RLRS and all other potentially interested parties/potential bidders at the same time. To this end, it is most appropriate that these documents be provided to you through PWGSC versus through the Departmental Authorities.

PWGSC has already taken measures to ensure that these documents can be provided to all concerned without delay, once the drafts or advanced copies of the policies have been provided to us.

Your cooperation and assistance in this matter would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Michel Bonin [mailto:MBonin@royallepage2.com]
Sent: Friday, December 19, 2008 11:30 AM
To: Bill Troupe; Tamara Chamberlain
Subject: Fwd: RE: RLRs Websites Enhancements / Améliorations des sites web des SRRL

Good morning,

Thank you for this clarification. Can you please confirm if it is also PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRs, it is appropriate for the Departmental Authorities to provide the IRP Contractor with a copy of their draft 2009 IRP Policy? As it has been the practice since the inception of the IRP, the Departmental Authorities have provided an advance copy of the documents, to verify that the verbiage is clear and intent is understood, prior to the final approval by TBS.

As the Departmental Authorities are in their final stages of writing the 2009 IRP documents, we would appreciate PWGSC's position at your earliest convenience.

Best regards,

Michel

>>> "Bill Troupe" <Bill.Troupe@pwgsc.gc.ca> 18/12/2008 9:02 am >>>
Good Day Mr. Bonin:

This email addresses Mr. Ram Singh's communication to you dated December 17, 2008, on the topic of the Integrated Relocation Program (IRP) and notification of enhancements to the Royal LePage Relocation Services (RLRS) Websites. To clarify, it is PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRs, it is appropriate for the IRP Contractor to notify the TBS Program Authority, the PWGSC Contracting Authority, and key contacts in the client departments who make use of the services (DND, RCMP) of enhancements, upgrades, or modifications to its delivery of services under the contracts such as upgrades to the RLRs Relocation website.

As a point of clarification, the oversight of the IRP within the Government Of Canada rests with the Integrated Relocation Program Authority within the Treasury Board of Canada Secretariat. PWGSC Supply Team Leader,

2010-11-22

000129

Tamara Chamberlain, remains the Contract Authority for the IRP Contracts.

Regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, December 16, 2008 8:48 AM
To: mbonin@royalpage2.com; ERIC.KAHLER@forces.gc.ca; Gash.KM@forces.gc.ca; JONES.LSC@forces.gc.ca;
SCHWARZ.PA@forces.gc.ca; TUPLING.FRD@forces.gc.ca; Bill Troupe; francine.deleseleuc@rcmp-grc.gc.ca;
Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Bonjour Mr Bonin

Thank you for this notice however I must express my concerns in that you have corresponded directly with my office and the clients - you could be accused of trying to influence us?

I trust that this was cleared by the individuals now directly overseeing the IRP - Mr. Troupe and his associates.

Regards

D Singh
Policy analyst

From: Michel Bonin
To: ERIC.KAHLER@forces.gc.ca ; Gash.KM@forces.gc.ca ; JONES.LSC@forces.gc.ca ;
SCHWARZ.PA@forces.gc.ca ; TUPLING.FRD@forces.gc.ca ; Bill.Troupe@pwgsc.gc.ca ;
francine.deleseleuc@rcmp-grc.gc.ca ; Gagnon, Alain; Singh, Ram; tamara.chamberlain@tpsgc.gc.ca
Sent: Mon Dec 15 10:02:27 2008
Subject: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Le texte en français suit.

Good morning everyone:

We invite you to read the attached communiqué, outlining significant technology enhancements to the Royal LePage Relocation Services secure websites. Should you have any questions, please do not hesitate to contact us.

Your Client Services Team at Royal LePage Relocation Services wishes you and yours a Joyous Holiday Season and Best Wishes for 2009!

2010-11-22

000130

Michel Bonin
Associate Vice President,
Government Services
Tel.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard
National Manager,
Client Services
Tel.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski
National Coordinator,
Client Accounts
Tel.: (416) 386-6065
ssliwinski@royalpage2.com

Bonjour,

Nous vous invitons à lire le communiqué ci-joint, introduisant d'importantes améliorations au site web protégé des Services de relogement Royal LePage. Pour toute question, n'hésitez surtout pas à nous communiquer.

Votre équipe Services Clients des Services de relogement Royal LePage vous souhaite de très Joyeuses Fêtes et une merveilleuse année 2009!

Michel Bonin
Vice-président associé,
Services gouvernementaux
Tél.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard
Gestionnaire nationale,
Service Clients
Tél.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski
Coordonnatrice nationale,
Comptes-clients
Tél.: (416) 386-6065
ssliwinski@royalpage2.com

Singh, Ram

From: Zovatto, Claudia
Sent: December 30, 2008 11:00 AM
To: 'Bill Troupe'
Cc: Scott Leslie; Tamara Chamberlain; Singh, Ram; Gagnon, Alain
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Bill,

Thank you for your kind wishes, I hope that you have also had an opportunity to enjoy some down time.

We at TBS have had an identical discussion concerning release of any new policy documents to interested parties with the added wrinkle of timing with respect to the potential of information getting out in advance of notification of employees of the revised policy. Coordination of this is critical. I believe that we are very much on the same page on this aspect. I trust that there isn't any requirement in the existing contract for provision of revised policies a certain period in advance of their coming into force that would cause us to make this information available to the current service provider prior to the RFP hitting the street.

Once again, many thanks to you and your team,

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur
613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]
Sent: December 30, 2008 10:21 AM
To: Zovatto, Claudia
Cc: Scott Leslie; Tamara Chamberlain; Singh, Ram; Gagnon, Alain
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good Morning Claudia,

Compliments of the Season to you and yours. I hope that you have been able to profit from some relaxation over the holidays.

Thank you for your email. To amplify on my previous message, it is important that the GOC release exactly the same IRP policy information to all stakeholders, interested parties and potential bidders at the same time (due to the implications for the new procurement). As TBS is the Program Authority, it would seem appropriate that when TBS is comfortable to do so, TBS would provide electronic copies of the interim, advanced or draft Policies to PWGSC for distribution. We would in turn, distribute this information to RLRS, all other respondents to the RFI, and at the same time make the information available publicly through MERX (with the appropriate caveats, of course).

Certainly, any and all decisions as to when it is appropriate to release these TBS approved draft policy documents is a decision for the Program Authority (TBS), however, we dare not risk an accusation of bias in favour of the incumbent (RLRS), by providing them with an advanced copy of the draft policies before making the same information available to the other potential bidders. While we recognize that we have an on-going contract with RLRS and that we must continue to conduct normal business with them, the new procurement adds an additional element of complexity to our normal operations.

If TBS or the Departmental Authorities were to communicate with the potential bidders on the new procurement for the IRP by directly releasing this policy information, there may be unintended consequences that could make things somewhat more challenging. As you may be aware, throughout the procurement process, we require all potentially interested companies to communicate only with PWGSC. To deviate from this approach, could result in TBS and/or the Departmental Authorities having to submit to unwanted and inappropriate relocation company marketing overtures and/or lobbyist pressure/activity, in which environment the assurance of providing exactly the same information to all parties would be a real challenge.

It is within the context of the new IRP Procurement that PWGSC believes it appropriate to distribute the current draft IPR policy updates, once the TBS Program Authority has deemed this appropriate. Certainly, any questions emanating from RLRS pertaining to these draft policies would be discussed directly between RLRS and TBS (or the designated Departmental Authorities - as established between TBS and the Client Departments), most often without any PWGSC intervention.

Given the sensitivities of this program and PWGSC's obligations to proceed in an Open, Fair and Transparent manner on the new procurement, and further, having discussed this matter with Scott Leslie, we believe that this cautionary measure is warranted and appropriate. Should you wish to discuss this further, please do not hesitate to contact me.

Best regards,

W.J. (Bill) Troupe, CD

Acting Director / Directeur Intérimaire

Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Claudia.Zovatto@tbs-sct.gc.ca [mailto:Claudia.Zovatto@tbs-sct.gc.ca]
Sent: Tuesday, December 30, 2008 9:18 AM
To: Ram.Singh@tbs-sct.gc.ca; Bill Troupe
Cc: Alain.Gagnon@tbs-sct.gc.ca
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Ram,

I believe that Mr. Troupe's message to the service provider was exactly what TBS requested – namely he is directing them to contact us rather than PW.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

Government of Canada | Gouvernement du Canada

 Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada



From: Singh, Ram
Sent: December 29, 2008 12:06 PM
To: Zovatto, Claudia; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain; Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Claudia since when does he or pW direct the client departments? Guess I am not knowledgeable enough in this area! I will retrieve the OAG responsibility chart when I return in the New year so as to remind me of my place in the organization

Thank you

D Singh

From: Zovatto, Claudia
To: Singh, Ram; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain
Sent: Mon Dec 29 10:54:47 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Ram,

I would have to disagree with your opinion. I believe that Mr. Troupe has in fact reinforced with the service provider that the documents would be provided by departmental authorities and not PW in both of his messages below.

Mr. Troupe – our thanks to you for continuing to ensure that the service provider directs his inquiries to the appropriate office.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: December 29, 2008 9:51 AM
To: 'Bill.Troupe@pwgsc.gc.ca'
Cc: Zovatto, Claudia; Gagnon, Alain; Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Mr troupe we at TBS would prefer that all future IRP related matters be discussed with us since it is within our mandate as Program Authority before you issue instructions to our service provider and Client departments.

In my opinion your current message only serves to undermine the authority of TBS in this Program and it will not be tolerated. Henceforth, we ask that if you have any instructions you wish to pass on in your capacity as the contracting authority for the existing contract (as was clearly identified to both the OAG and to the Parliamentary Committee) to our client departments that you please do so through our office.

Your assistance in this area would be greatly appreciated.

Thank you

Respectfully yours,

D Ram Singh TBS

From: Bill Troupe
To: Michel Bonin
Cc: Tamara Chamberlain ; Gary Cooper ; Singh, Ram; KAHLER.EC@forces.gc.ca ; Todd.Lamb@rcmp-grc.gc.ca ; France McDougall ; Nathalie Blais
Sent: Mon Dec 29 09:35:02 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL
Hi Michel,

Thank you for your email.

PWGSC recognizes the requirement to provide RLRS with information pertaining to changes and/or updates to the IRP Policies in order for RLRS to fulfill their obligations under the existing contracts.

In the interest of fairness, openness and transparency in relation to the new procurement of the IRP, PWGSC believes that it is most appropriate that draft or advanced copies of the 2009 IRP Policy document(s) be shared with RLRS and all other potentially interested parties/potential bidders at the same time. To this end, it is most appropriate that these documents be provided to you through PWGSC versus through the Departmental Authorities.

2010-11-22

000136

PWGSC has already taken measures to ensure that these documents can be provided to all concerned without delay, once the drafts or advanced copies of the policies have been provided to us.

Your cooperation and assistance in this matter would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Michel Bonin [mailto:MBonin@royallepage2.com]
Sent: Friday, December 19, 2008 11:30 AM
To: Bill Troupe; Tamara Chamberlain
Subject: Fwd: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good morning,

Thank you for this clarification. Can you please confirm if it is also PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the Departmental Authorities to provide the IRP Contractor with a copy of their draft 2009 IRP Policy? As it has been the practice since the inception of the IRP, the Departmental Authorities have provided an advance copy of the documents, to verify that the verbiage is clear and intent is understood, prior to the final approval by TBS.

As the Departmental Authorities are in their final stages of writing the 2009 IRP documents, we would appreciate PWGSC's position at your earliest convenience.

Best regards,

Michel

>>> "Bill Troupe" <Bill.Troupe@pwgsc.gc.ca> 18/12/2008 9:02 am >>>
Good Day Mr. Bonin:

This email addresses Mr. Ram Singh's communication to you dated December 17, 2008, on the topic of the Integrated Relocation Program (IRP) and notification of enhancements to the Royal LePage Relocation Services (RLRS) Websites. To clarify, it is PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the IRP Contractor to notify the TBS Program Authority, the PWGSC Contracting Authority, and key contacts in the client departments who

make use of the services (DND, RCMP) of enhancements, upgrades, or modifications to its delivery of services under the contracts such as upgrades to the RLRS Relocation website.

As a point of clarification, the oversight of the IRP within the Government Of Canada rests with the Integrated Relocation Program Authority within the Treasury Board of Canada Secretariat. PWGSC Supply Team Leader, Tamara Chamberlain, remains the Contract Authority for the IRP Contracts.

Regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, December 16, 2008 8:48 AM
To: mbonin@royalpage2.com; ERIC.KAHLER@forces.gc.ca; Gash.KM@forces.gc.ca; JONES.LSC@forces.gc.ca; SCHWARZ.PA@forces.gc.ca; TUPLING.FRD@forces.gc.ca; Bill Troupe; francine.deleseleuc@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Bonjour Mr Bonin

Thank you for this notice however I must express my concerns in that you have corresponded directly with my office and the clients - you could be accused of trying to influence us?

I trust that this was cleared by the individuals now directly overseeing the IRP - Mr. Troupe and his associates.

Regards

D Singh
Policy analyst

From: Michel Bonin
To: ERIC.KAHLER@forces.gc.ca ; Gash.KM@forces.gc.ca ; JONES.LSC@forces.gc.ca ; SCHWARZ.PA@forces.gc.ca ; TUPLING.FRD@forces.gc.ca ; Bill.Troupe@pwgsc.gc.ca ; francine.deleseleuc@rcmp-grc.gc.ca ; Gagnon, Alain; Singh, Ram; tamara.chamberlain@tpsgc.gc.ca
Sent: Mon Dec 15 10:02:27 2008
Subject: RLRS Websites Enhancements / Améliorations des sites web des SRRL
Le texte en français suit.

Good morning everyone:

We invite you to read the attached communiqué, outlining significant technology enhancements to the Royal LePage Relocation Services secure websites. Should you have any questions, please do not hesitate to contact

US.

Your Client Services Team at Royal LePage Relocation Services wishes you and yours a Joyous Holiday Season and Best Wishes for 2009!

Michel Bonin

Associate Vice President,
Government Services
Tel.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

National Manager,
Client Services
Tel.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

National Coordinator,
Client Accounts
Tel.: (416) 386-6065
ssliwinski@royalpage2.com

Bonjour,

Nous vous invitons à lire le communiqué ci-joint, introduisant d'importantes améliorations au site web protégé des Services de relogement Royal LePage. Pour toute question, n'hésitez surtout pas à nous communiquer.

Votre équipe Services Clients des Services de relogement Royal LePage vous souhaite de très Joyeuses Fêtes et une merveilleuse année 2009!

Michel Bonin

Vice-président associé,
Services gouvernementaux
Tél.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

Gestionnaire nationale,
Service Clients
Tél.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

Coordonnatrice nationale,
Comptes-clients
Tél.: (416) 386-6065
ssliwinski@royalpage2.com

Graham, Don

From: Singh, Ram
Sent: December 30, 2008 11:37 AM
To: 'Bill.Troupe@pwgsc.gc.ca'; Zovatto, Claudia
Cc: 'Scott.Leslie@pwgsc.gc.ca'; 'Tamara.Chamberlain@pwgsc.gc.ca'; Gagnon, Alain
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Claudia I have no idea why this message was sent kaz we had discussed this same thing. I am tired of this.
 D Ram Singh

From: Bill Troupe
To: Zovatto, Claudia
Cc: Scott Leslie ; Tamara Chamberlain ; Singh, Ram; Gagnon, Alain
Sent: Tue Dec 30 10:21:00 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good Morning Claudia,

Compliments of the Season to you and yours. I hope that you have been able to profit from some relaxation over the holidays.

Thank you for your email. To amplify on my previous message, it is important that the GOC release exactly the same IRP policy information to all stakeholders, interested parties and potential bidders at the same time (due to the implications for the new procurement). As TBS is the Program Authority, it would seem appropriate that when TBS is comfortable to do so, TBS would provide electronic copies of the interim, advanced or draft Policies to PWGSC for distribution. We would in turn, distribute this information to RLRS, all other respondents to the RFI, and at the same time make the information available publicly through MERX (with the appropriate caveats, of course).

Certainly, any and all decisions as to when it is appropriate to release these TBS approved draft-policy documents is a decision for the Program Authority (TBS), however, we dare not risk an accusation of bias in favour of the incumbent (RLRS), by providing them with an advanced copy of the draft policies before making the same information available to the other potential bidders. While we recognize that we have an on-going contract with RLRS and that we must continue to conduct normal business with them, the new procurement adds an additional element of complexity to our normal operations.

If TBS or the Departmental Authorities were to communicate with the potential bidders on the new procurement for the IRP by directly releasing this policy information, there may be unintended consequences that could make things somewhat more challenging. As you may be aware, throughout the procurement process, we require all potentially interested companies to communicate only with PWGSC. To deviate from this approach, could result in TBS and/or the Departmental Authorities having to submit to unwanted and inappropriate relocation company marketing overtures and/or lobbyist pressure/activity, in which environment the assurance of providing exactly the same information to all parties would be a real challenge.

It is within the context of the new IRP Procurement that PWGSC believes it appropriate to distribute the current draft IPR policy updates, once the TBS Program Authority has deemed this appropriate. Certainly, any questions emanating from RLRS pertaining to these draft policies would be discussed directly between RLRS and TBS (or the designated Departmental Authorities - as established between TBS and the Client Departments), most often without any PWGSC intervention.

Given the sensitivities of this program and PWGSC's obligations to proceed in an Open, Fair and Transparent manner on the new procurement, and further, having discussed this matter with Scott Leslie, we believe that this

cautionary measure is warranted and appropriate. Should you wish to discuss this further, please do not hesitate to contact me.

Best regards,

W.J. (Bill) Troupe, CD

Acting Director / Directeur Intérimaire

Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972

Cell / Tél: (613) 889-8997

Fax / Téléc: (819) 956-2675

From: Claudia.Zovatto@tbs-sct.gc.ca [mailto:Claudia.Zovatto@tbs-sct.gc.ca]
Sent: Tuesday, December 30, 2008 9:18 AM
To: Ram.Singh@tbs-sct.gc.ca; Bill Troupe
Cc: Alain.Gagnon@tbs-sct.gc.ca
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Ram,

I believe that Mr. Troupe's message to the service provider was exactly what TBS requested – namely he is directing them to contact us rather than PW.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

2011-01-27

000141

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: December 29, 2008 12:06 PM
To: Zovatto, Claudia; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain; Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Claudia since when does he or pW direct the client departments? Guess I am not knowledgeable enough in this area! I will retrieve the OAG responsibility chart when I return in the New year so as to remind me of my place in the organization

Thank you

D Singh

From: Zovatto, Claudia
To: Singh, Ram; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain
Sent: Mon Dec 29 10:54:47 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Ram,

I would have to disagree with your opinion. I believe that Mr. Troupe has in fact reinforced with the service provider that the documents would be provided by departmental authorities and not PW in both of his messages below.

Mr. Troupe – our thanks to you for continuing to ensure that the service provider directs his inquiries to the appropriate office.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

2011-01-27

000142

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: December 29, 2008 9:51 AM
To: 'Bill.Troupe@pwgsc.gc.ca'
Cc: Zovatto, Claudia; Gagnon, Alain; Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Mr troupe we at TBS would prefer that all future IRP related matters be discussed with us since it is within our mandate as Program Authority before you issue instructions to our service provider and Client departments.

In my opinion your current message only serves to undermine the authority of TBS in this Program and it will not be tolerated. Henceforth, we ask that if you have any instructions you wish to pass on in your capacity as the contracting authority for the existing contract (as was clearly identified to both the OAG and to the Parliamentary Committee) to our client departments that you please do so through our office.

Your assistance in this area would be greatly appreciated.

Thank you

Respectfully yours,

D Ram Singh TBS

From: Bill Troupe
To: Michel Bonin
Cc: Tamara Chamberlain ; Gary Cooper ; Singh, Ram; KAHLER.EC@forces.gc.ca ; Todd.Lamb@rcmp-grc.gc.ca ; France McDougall ; Nathalie Blais
Sent: Mon Dec 29 09:35:02 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL
Hi Michel,

Thank you for your email.

2011-01-27

000143

PWGSC recognizes the requirement to provide RLRS with information pertaining to changes and/or updates to the IRP Policies in order for RLRS to fulfill their obligations under the existing contracts.

In the interest of fairness, openness and transparency in relation to the new procurement of the IRP, PWGSC believes that it is most appropriate that draft or advanced copies of the 2009 IRP Policy document(s) be shared with RLRS and all other potentially interested parties/potential bidders at the same time. To this end, it is most appropriate that these documents be provided to you through PWGSC versus through the Departmental Authorities.

PWGSC has already taken measures to ensure that these documents can be provided to all concerned without delay, once the drafts or advanced copies of the policies have been provided to us.

Your cooperation and assistance in this matter would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Michel Bonin [mailto:MBonin@royalpage2.com]
Sent: Friday, December 19, 2008 11:30 AM
To: Bill Troupe; Tamara Chamberlain
Subject: Fwd: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good morning,

Thank you for this clarification. Can you please confirm if it is also PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the Departmental Authorities to provide the IRP Contractor with a copy of their draft 2009 IRP Policy? As it has been the practice since the inception of the IRP, the Departmental Authorities have provided an advance copy of the documents, to verify that the verbiage is clear and intent is understood, prior to the final approval by TBS.

As the Departmental Authorities are in their final stages of writing the 2009 IRP documents, we would appreciate PWGSC's position at your earliest convenience.

Best regards,

Michel

2011-01-27

000144

>>> "Bill Troupe" <Bill.Troupe@pwgsc.gc.ca> 18/12/2008 9:02 am >>>
 Good Day Mr. Bonin:

This email addresses Mr. Ram Singh's communication to you dated December 17, 2008, on the topic of the Integrated Relocation Program (IRP) and notification of enhancements to the Royal LePage Relocation Services (RLRS) Websites. To clarify, it is PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the IRP Contractor to notify the TBS Program Authority, the PWGSC Contracting Authority, and key contacts in the client departments who make use of the services (DND, RCMP) of enhancements, upgrades, or modifications to its delivery of services under the contracts such as upgrades to the RLRS Relocation website.

As a point of clarification, the oversight of the IRP within the Government Of Canada rests with the Integrated Relocation Program Authority within the Treasury Board of Canada Secretariat. PWGSC Supply Team Leader, Tamara Chamberlain, remains the Contract Authority for the IRP Contracts.

Regards,

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats,
 Integrated Relocation Program/ Programme de réinstallation intégré,
 Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
 Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
 Services et en Technologies,
 Acquisitions Branch / Direction Générale Des Approvisionnements
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, December 16, 2008 8:48 AM
To: mbonin@royallepage2.com; ERIC.KAHLER@forces.gc.ca; Gash.KM@forces.gc.ca; JONES.LSC@forces.gc.ca;
 SCHWARZ.PA@forces.gc.ca; TUPLING.FRD@forces.gc.ca; Bill Troupe; francine.deleseleuc@rcmp-grc.gc.ca;
 Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Bonjour Mr Bonin

Thank you for this notice however I must express my concerns in that you have corresponded directly with my office and the clients - you could be accused of trying to influence us?

I trust that this was cleared by the individuals now directly overseeing the IRP - Mr. Troupe and his associates.

Regards

D Singh
 Policy analyst

From: Michel Bonin
To: ERIC.KAHLER@forces.gc.ca ; Gash.KM@forces.gc.ca ; JONES.LSC@forces.gc.ca ;
 SCHWARZ.PA@forces.gc.ca ; TUPLING.FRD@forces.gc.ca ; Bill.Troupe@pwgsc.gc.ca ;

2011-01-27

000145

francine.deleseleuc@rcmp-grc.gc.ca ; Gagnon, Alain; Singh, Ram; tamara.chamberlain@tpsgc.gc.ca

Sent: Mon Dec 15 10:02:27 2008

Subject: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Le texte en français suit.

Good morning everyone:

We invite you to read the attached communiqué, outlining significant technology enhancements to the Royal LePage Relocation Services secure websites. Should you have any questions, please do not hesitate to contact us.

Your Client Services Team at Royal LePage Relocation Services wishes you and yours a Joyous Holiday Season and Best Wishes for 2009!

Michel Bonin

Associate Vice President,
Government Services
Tel.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

National Manager,
Client Services
Tel.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

National Coordinator,
Client Accounts
Tel.: (416) 386-6065
ssliwinski@royalpage2.com

Bonjour,

Nous vous invitons à lire le communiqué ci-joint, introduisant d'importantes améliorations au site web protégé des Services de relogement Royal LePage. Pour toute question, n'hésitez surtout pas à nous communiquer.

Votre équipe Services Clients des Services de relogement Royal LePage vous souhaite de très Joyeuses Fêtes et une merveilleuse année 2009!

Michel Bonin

Vice-président associé,
Services gouvernementaux
Tél.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

Gestionnaire nationale,
Service Clients
Tél.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

Coordonnatrice nationale,
Comptes-clients
Tél.: (416) 386-6065
ssliwinski@royalpage2.com

Singh, Ram

From: Singh, Ram
Sent: December 30, 2008 11:40 AM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

I know this and agreed with him but my point is that we should be the ones directing client departments! You are not aware of the many instances PW has gotten messages from depts kaz Bill announced this at the last symp to many ppl.

Listen I am staying out of this mess - it will be a mess just as the CRS and travel and I will just do my job I wish u and your family a wonderful year ahead
 R

From: Zovatto, Claudia
To: Singh, Ram; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain
Sent: Tue Dec 30 09:17:47 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Ram,

I believe that Mr. Troupe's message to the service provider was exactly what TBS requested – namely he is directing them to contact us rather than PW.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-952-3002

Government of Canada | Gouvernement du Canada



From: Singh, Ram
Sent: December 29, 2008 12:06 PM
To: Zovatto, Claudia; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain; Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Claudia since when does he or pW direct the client departments? Guess I am not knowledgeable enough in this area! I will retrieve the OAG responsibility chart when I return in the New year so as to remind me of my place in the organization

Thank you

D Singh

From: Zovatto, Claudia
To: Singh, Ram; 'Bill.Troupe@pwgsc.gc.ca'
Cc: Gagnon, Alain
Sent: Mon Dec 29 10:54:47 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Ram,

I would have to disagree with your opinion. I believe that Mr. Troupe has in fact reinforced with the service provider that the documents would be provided by departmental authorities and not PW in both of his messages below.

Mr. Troupe – our thanks to you for continuing to ensure that the service provider directs his inquiries to the appropriate office.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: December 29, 2008 9:51 AM
To: 'Bill.Troupe@pwgsc.gc.ca'
Cc: Zovatto, Claudia; Gagnon, Alain; Singh, Ram
Subject: Re: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Mr troupe we at TBS would prefer that all future IRP related matters be discussed with us since it is within our mandate as Program Authority before you issue instructions to our service provider and Client departments.

In my opinion your current message only serves to undermine the authority of TBS in this Program and it will not be tolerated. Henceforth, we ask that if you have any instructions you wish to pass on in your capacity as the contracting authority for the existing contract (as was clearly identified to both the OAG and to the Parliamentary Committee) to our client departments that you please do so through our office.

Your assistance in this area would be greatly appreciated.

Thank you

Respectfully yours,

D Ram Singh TBS

From: Bill Troupe
To: Michel Bonin
Cc: Tamara Chamberlain ; Gary Cooper ; Singh, Ram; KAHLER.EC@forces.gc.ca ; Todd.Lamb@rcmp-grc.gc.ca ; France McDougall ; Nathalie Blais
Sent: Mon Dec 29 09:35:02 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL
Hi Michel,

Thank you for your email.

PWGSC recognizes the requirement to provide RLRS with information pertaining to changes and/or updates to the IRP Policies in order for RLRS to fulfill their obligations under the existing contracts.

In the interest of fairness, openness and transparency in relation to the new procurement of the IRP, PWGSC

believes that it is most appropriate that draft or advanced copies of the 2009 IRP Policy document(s) be shared with RLRS and all other potentially interested parties/potential bidders at the same time. To this end, it is most appropriate that these documents be provided to you through PWGSC versus through the Departmental Authorities.

PWGSC has already taken measures to ensure that these documents can be provided to all concerned without delay, once the drafts or advanced copies of the policies have been provided to us.

Your cooperation and assistance in this matter would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Michel Bonin [mailto:MBonin@royallepage2.com]
Sent: Friday, December 19, 2008 11:30 AM
To: Bill Troupe; Tamara Chamberlain
Subject: Fwd: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good morning,

Thank you for this clarification. Can you please confirm if it is also PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the Departmental Authorities to provide the IRP Contractor with a copy of their draft 2009 IRP Policy? As it has been the practice since the inception of the IRP, the Departmental Authorities have provided an advance copy of the documents, to verify that the verbiage is clear and intent is understood, prior to the final approval by TBS.

As the Departmental Authorities are in their final stages of writing the 2009 IRP documents, we would appreciate PWGSC's position at your earliest convenience.

Best regards,

Michel

>>> "Bill Troupe" <Bill.Troupe@pwgsc.gc.ca> 18/12/2008 9:02 am >>>
Good Day Mr. Bonin:

This email addresses Mr. Ram Singh's communication to you dated December 17, 2008, on the topic of the Integrated Relocation Program (IRP) and notification of enhancements to the Royal LePage Relocation Services (RLRS) Websites. To clarify, it is PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the IRP Contractor to notify the TBS Program Authority, the PWGSC Contracting Authority, and key contacts in the client departments who make use of the services (DND, RCMP) of enhancements, upgrades, or modifications to its delivery of services under the contracts such as upgrades to the RLRS Relocation website.

As a point of clarification, the oversight of the IRP within the Government Of Canada rests with the Integrated Relocation Program Authority within the Treasury Board of Canada Secretariat. PWGSC Supply Team Leader, Tamara Chamberlain, remains the Contract Authority for the IRP Contracts.

Regards,

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats,
 Integrated Relocation Program/ Programme de réinstallation intégré,
 Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
 Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
 Services et en Technologies,
 Acquisitions Branch / Direction Générale Des Approvisionnements
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, December 16, 2008 8:48 AM
To: mbonin@royalpage2.com; ERIC.KAHLER@forces.gc.ca; Gash.KM@forces.gc.ca; JONES.LSC@forces.gc.ca; SCHWARZ.PA@forces.gc.ca; TUPLING.FRD@forces.gc.ca; Bill.Troupe; francine.deleseleuc@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Bonjour Mr Bonin

Thank you for this notice however I must express my concerns in that you have corresponded directly with my office and the clients - you could be accused of trying to influence us?

I trust that this was cleared by the individuals now directly overseeing the IRP - Mr. Troupe and his associates.

Regards

D Singh
 Policy analyst

From: Michel Bonin
To: ERIC.KAHLER@forces.gc.ca ; Gash.KM@forces.gc.ca ; JONES.LSC@forces.gc.ca ; SCHWARZ.PA@forces.gc.ca ; TUPLING.FRD@forces.gc.ca ; Bill.Troupe@pwgsc.gc.ca ; francine.deleseleuc@rcmp-grc.gc.ca ; Gagnon, Alain; Singh, Ram; tamara.chamberlain@tpsgc.gc.ca
Sent: Mon Dec 15 10:02:27 2008
Subject: RLRS Websites Enhancements / Améliorations des sites web des SRRL
Le texte en français suit.

Good morning everyone:

We invite you to read the attached communiqué, outlining significant technology enhancements to the Royal LePage Relocation Services secure websites. Should you have any questions, please do not hesitate to contact us.

Your Client Services Team at Royal LePage Relocation Services wishes you and yours a Joyous Holiday Season and Best Wishes for 2009!

Michel Bonin

Associate Vice President,
Government Services
Tel.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

National Manager,
Client Services
Tel.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

National Coordinator,
Client Accounts
Tel.: (416) 386-6065
ssliwinski@royalpage2.com

Bonjour,

Nous vous invitons à lire le communiqué ci-joint, introduisant d'importantes améliorations au site web protégé des Services de relogement Royal LePage. Pour toute question, n'hésitez surtout pas à nous communiquer.

Votre équipe Services Clients des Services de relogement Royal LePage vous souhaite de très Joyeuses Fêtes et une merveilleuse année 2009!

Michel Bonin

Vice-président associé,
Services gouvernementaux
Tél.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

Gestionnaire nationale,
Service Clients
Tél.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

Coordonnatrice nationale,
Comptes-clients
Tél.: (416) 386-6065
ssliwinski@royalpage2.com

Singh, Ram

From: Singh, Ram
Sent: January 5, 2009 10:25 AM
To: 'Michel Bonin'; Bill Troupe
Cc: KAHLER.EC@forces.gc.ca; Gary Cooper; Nathalie Blais; Tamara Chamberlain; France McDougall; Todd.Lamb@rcmp-grc.gc.ca; Eliane Savard; Gagnon, Alain; Singh, Ram
Subject: RE: IRP Policies/Directive
Importance: High
Sensitivity: Confidential **Déclassifié par le bureau de l'AIPRP**

Thank you Mr Bonin. By the way, happy New year wishes to you and the staff at RLRS and we do look forward to working with you once more.

At the recent Quarterly Meeting it was made abundantly clear that the policy documents were not going to be released to any one service provider/bidder for the obvious reason. However it would appear as though Mr Troupe is now in-charge of the IRP and when I am in a position to provide the document it will be passed on to Mr Gagnon who is acting on my behalf as the Program Authority. We have an internal chain of command through which the document will be channelled out. I regret any delay and hopefully the Symposium can proceed as I had originally approved it.

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Ram.Singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Michel Bonin [mailto:MBonin@royalpage2.com]

Sent: January 5, 2009 9:39 AM

To: Bill Troupe

Cc: KAHLER.EC@forces.gc.ca; Gary Cooper; Nathalie Blais; Tamara Chamberlain; France McDougall; Todd.Lamb@rcmp-grc.gc.ca; Eliane Savard; Singh, Ram

Subject: RE: IRP Policies/Directive

Thank you for the response.

We look forward to receiving the documents soonest, in preparation for the Feb 5 and 6 National IRP Symposium. Attendees, which include 251 departmental delegates, have commented in past symposiums that having the revised document beforehand is key to their understanding of the changes. Most importantly, we wish to proceed with the printing of the documents as quickly as possible in the New Year, to ensure all Transferees receive their hard copy with their relocation packages.

Best regards,

Michel

>>>

From: "Bill Troupe" <Bill.Troupe@pwgsc.gc.ca>
To: "Michel Bonin" <MBonin@royallepage2.com>
CC: "Tamara Chamberlain" <Tamara.Chamberlain@pwgsc.gc.ca>, "Gary Cooper" <Gary.Cooper@pwgsc.gc.ca>, <Ram.Singh@tbs-sct.gc.ca>, <KAHLER.EC@forces.gc.ca>, <Todd.Lamb@rcmp-grc.gc.ca>, "France McDougall" <france.mcdougall@rcmp-grc.gc.ca>, "Nathalie Blais" <Nathalie.Blais@pwgsc.gc.ca>
Date: 9:35 am December 29, 2008
Subject: RE: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Hi Michel,

Thank you for your email.

PWGSC recognizes the requirement to provide RLRS with information pertaining to changes and/or updates to the IRP Policies in order for RLRS to fulfill their obligations under the existing contracts.

In the interest of fairness, openness and transparency in relation to the new procurement of the IRP, PWGSC believes that it is most appropriate that draft or advanced copies of the 2009 IRP Policy document (s) be shared with RLRS and all other potentially interested parties/potential bidders at the same time. To this end, it is most appropriate that these documents be provided to you through PWGSC versus through the Departmental Authorities.

PWGSC has already taken measures to ensure that these documents can be provided to all concerned without delay, once the drafts or advanced copies of the policies have been provided to us.

Your cooperation and assistance in this matter would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,

Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Michel Bonin [mailto:MBonin@royallepage2.com]
Sent: Friday, December 19, 2008 11:30 AM
To: Bill Troupe; Tamara Chamberlain
Subject: Fwd: RE: RLRS Websites Enhancements / Améliorations des sites web des SRRL

Good morning,

Thank you for this clarification. Can you please confirm if it is also PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the Departmental Authorities to provide the IRP Contractor with a copy of their draft 2009 IRP Policy? As it has been the practice since the inception of the IRP, the Departmental Authorities have provided an advance copy of the documents, to verify that the verbiage is clear and intent is understood, prior to the final approval by TBS.

As the Departmental Authorities are in their final stages of writing the 2009 IRP documents, we would appreciate PWGSC's position at your earliest convenience.

Best regards,

Michel

>>> "Bill Troupe" <Bill.Troupe@pwgsc.gc.ca> 18/12/2008 9:02 am >>>
Good Day Mr. Bonin:

This email addresses Mr. Ram Singh's communication to you dated December 17, 2008, on the topic of the Integrated Relocation Program (IRP) and notification of enhancements to the Royal LePage Relocation Services (RLRS) Websites. To clarify, it is PWGSC's position that, within the context of the two IRP Contracts currently in existence between the Government of Canada and RLRS, it is appropriate for the IRP Contractor to notify the TBS Program Authority, the PWGSC Contracting Authority, and key contacts in the client departments who make use of the services (DND, RCMP) of enhancements, upgrades, or modifications to its delivery of services under the contracts such as upgrades to the RLRS Relocation website.

As a point of clarification, the oversight of the IRP within the Government Of Canada rests with the Integrated Relocation Program Authority within the Treasury Board of Canada Secretariat. PWGSC Supply Team Leader, Tamara Chamberlain, remains the Contract Authority for the IRP Contracts.

Regards,

W.J. (Bill) Troupe, CD

Contracts Manager / Gestionnaire des contrats,
 Integrated Relocation Program/ Programme de réinstallation intégré,
 Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
 Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
 Services et en Technologies,
 Acquisitions Branch / Direction Générale Des Approvisionnements
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, December 16, 2008 8:48 AM
To: mbonin@royalpage2.com; ERIC.KAHLER@forces.gc.ca; Gash.KM@forces.gc.ca;
 JONES.LSC@forces.gc.ca; SCHWARZ.PA@forces.gc.ca; TUPLING.FRD@forces.gc.ca; Bill Troupe;
 francine.deleseleuc@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: RLRs Websites Enhancements / Améliorations des sites web des SRRL

Bonjour Mr Bonin

Thank you for thbis notice however I must express my concerns in that you have corresponded directly with my office and the clients - you could be accused of trying to influence us?

I trust that this was cleared by the individuals now directly overseeing the IRP - Mr. Troupe and his associates.

Regards

D Singh
 Policy analyst

From: Michel Bonin
To: ERIC.KAHLER@forces.gc.ca ; Gash.KM@forces.gc.ca ; JONES.LSC@forces.gc.ca ;
 SCHWARZ.PA@forces.gc.ca ; TUPLING.FRD@forces.gc.ca ; Bill.Troupe@pwgsc.gc.ca ;
 francine.deleseleuc@rcmp-grc.gc.ca ; Gagnon, Alain; Singh, Ram; tamara.chamberlain@tpsgc.gc.ca
Sent: Mon Dec 15 10:02:27 2008
Subject: RLRs Websites Enhancements / Améliorations des sites web des SRRL
Le texte en français suit.

Good morning everyone:

We invite you to read the attached communiqué, outlining significant technology enhancements to the Royal LePage Relocation Services secure websites. Should you have any questions, please do not hesitate to contact us.

Your Client Services Team at Royal LePage Relocation Services wishes you and yours a Joyous Holiday Season and Best Wishes for 2009!

Michel Bonin
 Associate Vice President,
 Government Services
 Tel.: (613) 236-3011

Eliane Savard
 National Manager,
 Client Services
 Tel.: (613) 236-1682

Stéphanie Sliwinski
 National Coordinator,
 Client Accounts
 Tel.: (416) 386-6065

mbonin@rlrs.comesavard@royalpage2.comssliwinski@royalpage2.com

Bonjour,

Nous vous invitons à lire le communiqué ci-joint, introduisant d'importantes améliorations au site web protégé des Services de relogement Royal LePage. Pour toute question, n'hésitez surtout pas à nous communiquer.

Votre équipe Services Clients des Services de relogement Royal LePage vous souhaite de très Joyeuses Fêtes et une merveilleuse année 2009!

Michel Bonin

Vice-président associé,
Services gouvernementaux
Tél.: (613) 236-3011
mbonin@rlrs.com

Eliane Savard

Gestionnaire nationale,
Service Clients
Tél.: (613) 236-1682
esavard@royalpage2.com

Stéphanie Sliwinski

Coordonnatrice nationale,
Comptes-clients

Tél.: (416) 386-6065
ssliwinski@royalpage2.com

Singh, Ram

From: Singh, Ram
Sent: January 6, 2009 8:55 PM
To: Tuckey, Sharron; Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Unfortunately I am not in a position to do so because the decision was made to remove me from all aspects of IRp retender to prevent accusations against the tender process since I have been involved from day one and am subject to accusations!

Alain your show buddy!
R

From: Tuckey, Sharron
To: Gagnon, Alain; Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia
Sent: Tue Jan 06 15:47:48 2009
Subject: FW: Integrated Relocation Program - SOR v30

Alain / Ram – please review (as per Claudia’s request – see embedded email). Thank you.

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca | www.tbs-sct.gc.ca | [Travel Rates](#) | [Voyages](#)
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prézeau-Legault, Colette **On Behalf Of** Zovatto, Claudia
Sent: January 6, 2009 3:00 PM
To: Tuckey, Sharron
Subject: FW: Integrated Relocation Program - SOR v30

Hi Sharron,

Should I keep upon Claudia’s return?

Colette Prézeau-Legault
Finance & Administration Officer | Agent de finances et de l'administration
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
400 Cooper Street, 7th Floor, Ottawa, ON K1A 0R5 / 400 rue Cooper, 7e étage, Ottawa (Ontario) K1A 0R5
Colette.Prezeau-Legault@tbs-sct.gc.ca

Telephone | Téléphone 613-952-5777 /
 Facsimile | Télécopieur 613-952-3002 /
 Teletypewriter | Télérimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secrétariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: KENNETH.CAMPBELL3@forces.gc.ca [mailto:KENNETH.CAMPBELL3@forces.gc.ca]
Sent: January 6, 2009 1:27 PM
To: Bill.Troupe@pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca
Cc: DAVID.BELOVICH@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Zovatto, Claudia;
 Tamara.Chamberlain@pwgsc.gc.ca; Gary.Cooper@pwgsc.gc.ca; ERIC.KAHLER@forces.gc.ca; MARIETTE.FYFE-
 FORTIN@forces.gc.ca; Scott.Leslie@pwgsc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA
Subject: RE: Integrated Relocation Program - SOR v30

Hi Bill,

Thank you for your review. We do appreciate the time and effort put forth by you and your team to provide this valuable 3rd party review. We are presently reviewing with an intention of amending the SOR from input received from the IRP Working Group. Your comments are timely to say the least. The IRP Working Group is reviewing the EC, both Mandatories and Rated Criteria, which I have attached below for your requested review. Please feel free to provide any commentary and/or suggestions you deem appropriate. Cheers

K.D. Campbell
 613-850-0470
 campbell.kd@forces.gc.ca

-----Original Message-----

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]
Sent: Tuesday, 06 January, 2009 12:58
To: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; francine.deleseleuc@rcmp-grc.gc.ca;
 Claudia.Zovatto@tbs-sct.gc.ca; Tamara Chamberlain; Gary Cooper; Campbell KD@ADM(Mat)
 DCPS@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc
 Svcs@Ottawa-Hull; Scott Leslie; Jérôme Thauvette
Subject: Integrated Relocation Program - SOR v30

Good Day,

1. PWGSC has reviewed with interest and diligence, the version (v30) of the IRP SOR provided on 18 December 2008. Our comments and concerns are attached to this email.
2. PWGSC continues to await the delivery of the Evaluation Criteria, as well as information required for the development of both the Basis and Method of Payment. The delays in provision of this information are anticipated to exacerbate the already challenging procurement schedule, a schedule that has no slack built into it.
3. The attachment represents the consolidated response of PWGSC IRP Contracting Team to this version SOR. Subsequent reviews of SOR by both PWGSC and other stakeholders (PWGSC Legal, Contract Quality Control, Department of Justice, and others) may result in additional

comments. The observations provided, should enable the Technical Authority/Client Departments to readily identify areas of risk and concern that could result in Canada not receiving the quality of relocation services that are required in support of CF/RCMP members and public servants, a quality of service that all concerned have worked so hard to ensure is supplied under this program.

4. Should additional clarification of the comments contained in the attachment be require or helpful, please do not hesitate to contact Bill Troupe, IRP Contracts Manager (956-0972) or Tamara Chamberlain, IRP Contract Authority (956-5898).

<<SOR V30 18 Dec08_PWGSC Comments_Jan09.doc>>

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de
l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux
Canada

Tel / Tél: (819) 956-0972

Cell / Tél: (613) 889-8997

Fax / Téléc: (819) 956-2675

APPENDIX 1 TO PART 4

MANDATORY CRITERIA

NO.	PHASE 1 - MANDATORY CRITERIA	MET	NOT MET	Ref. Page #
CORPORATE QUALIFICATIONS				
M1	<p>Relocation Services Experience The Bidder must demonstrate they have a minimum of three years experience within the last six years as of bid closing in the *administration and management of a relocation program and associated services within Canada, or the USA or International. The relocation program must have had a minimum of 500 relocation moves per year.</p> <p>*Administration and management of a relocation program and associated services is defined as: -Providing personal assistance and guidance to individuals on the relocation process which includes planning, marketing assistance and destination services; -Providing counseling, advice and information on a relocation program governed by policies; -Arranging access and managing Third Party Service Providers (TPSP) for associated services such as realtors; lawyers; notaries; home inspectors and appraisers; rental search agencies; and property management; -Arranging Travel; -Financial Management services including tracking all financial aspects, making payments to individuals and TPSP; collecting any overpayments made; financial reporting; and invoicing.</p> <p>Experience in Business must be demonstrated by providing references that cover a three year period and include as a minimum the following information: a. Name of Program, Project or Organization; b. Management Level Contact Name, title, address, telephone number and email address (if available); c. Brief description of the Program, Project or Organization including the scope, objectives, number of relocations, dollar value, degree and reason of complexity, number of sub-Contractors, number of resources provided, and the similarities of the reference Program, Project or Organization to IRP; and d. Duration (start and end dates) of providing the services.</p>			
M2	<p>Executive Sponsor The Bidder must propose an Executive Sponsor for the Contract and this person must have overall responsibility, on behalf of the Contractor, for all obligations under the Contract. The Bidder must identify, by name and job title, the individual proposed to fulfill the role of Executive Sponsor.</p>			
M3	<p>Statement of Qualifications and responsibilities for the Program Delivery Manager (PDM) position The Bidder must provide a *Statement of Qualifications identifying all relevant education, experience, qualifications or skills required for the proposed PDM position as well as an outline of the responsibilities.</p> <p>*The Statement of Qualifications and responsibilities for the PDM position shall be assessed under the point rated criteria.</p>			

No	PHASE 2 – POINT-RATED CRITERIA	MAX POINTS	
R1	CORPORATE QUALIFICATIONS (maximum 280 points)		
R1.2	<p data-bbox="438 468 1712 562">Corporate Profile, Organizational Structure and Senior Management Expertise</p> <p data-bbox="438 616 1712 808">The Bidder's proposal should include a Corporate Profile overview of not more than 5 pages in length that summarizes their principal business and corporate directions i.e. fields of expertise and experience. As a minimum, the summary should include:</p> <ul data-bbox="438 865 1712 1550" style="list-style-type: none"> <li data-bbox="438 865 1712 959">-All fields that are relevant or similar to the required services for IRP and include depth and breadth of expertise and experience. <li data-bbox="438 965 1712 1156">-Describe their Organizational Structure and include an organization chart that illustrate their Senior Management Structure, roles and responsibilities and explain how the structure would ensure attention and commitment to the Contract; <li data-bbox="438 1162 1712 1353">-Identify the Senior Management positions that shall provide executive direction or corporate support to IRP and provide substantiation that sufficient depth and experience exists in order to provide support to a program of this scope and complexity; <li data-bbox="438 1359 1712 1550">-List any planned interactions, proposed activities and detail the communication lines and escalation process for resolution of Contract challenges, issues and disputes beyond the authority of the Program Delivery Manager. 	155	<p data-bbox="1967 468 2120 562">40</p> <p data-bbox="1967 1011 2120 1105">15</p> <p data-bbox="1967 1259 2120 1353">15</p> <p data-bbox="1967 1507 2120 1602">20</p> <p data-bbox="1967 1902 2120 1996">25</p> <p data-bbox="1967 2353 2120 2447">25</p>

			15
R1.2	Corporate Capability and Past Experience The Bidder is to demonstrate the means by which their Corporate Capability and number of year's experience would be applied to the IRP. The onus is on the Bidder to clearly articulate the applicability and relevancy of how their Corporate Capability and Past Experiences would be applied and beneficial to the IRP and in relation to the services that are required. A maximum of three past references can be provided and the following regarding the Reference <ul style="list-style-type: none"> a. Name of Program, Project or Organization; b. Management Level Contact Name, title, address, telephone number and email address (if available); c. Brief description of the Program, Project or Organization including the scope, objectives, number of relocations, dollar value, degree and reason of complexity, number of sub-Contractors, number of resources provided, and the similarities of the reference Program, Project or Organization to IRP; and d. Duration (start and end dates) of providing the services. 	65	40
			10
			15
R1.3	Corporate Quality Assurance (QA) The Bidder proposal should describe their existing QA program or their ability to establish a QA program that shall support delivery of the required services.	60	60
R2	CORPORATE PROPOSED PERSONNEL (maximum 830 points)		
R2.2	Resource Plan The Bidder's proposal should include an summary of not more than 3 pages in length which describes their approach and methodology that shall be utilized to recruit, staff, train and retain all necessary personnel for each of the Phases.	180	120
			60

R2.3	<p>Program Delivery Manager (PDM) The Bidder should demonstrate that the Statement of Qualification and responsibilities proposed for the PDM position meets the industry standards normally held for such a position for a program of this scope and complexity. It should substantiate why the specific education, experience, qualifications or skills level stated would be required to ensure successful set-up and delivery of the IRP required services.</p> <p>The resumes of the proposed PDM should identify and support meeting all the Qualifications listed as well as demonstrate clearly the level and depth of experience that the proposed individuals hold.</p>	190	40
			45
			45
			60
R2.4	<p>Delivery Team Key Personnel Structure In addition to the Program Delivery Manager, the Bidder should demonstrate the effectiveness of their proposed Delivery Team Key Personnel Structures that shall be utilized during:</p> <ul style="list-style-type: none"> a. Pre-Implementation Phase - In-Coming Transition Period; b. Implementation Phase - In-Service Delivery Period; and c. Out-Going Phase- Out-Going Transition Period. <p>As a minimum, the information to be provided for each of the phases should include:</p> <ul style="list-style-type: none"> -The proposed function name of all the Delivery Team Key Personnel 	370	120
			90

	<p>proposed and the number of resources that shall be assigned and reporting to each position;</p> <ul style="list-style-type: none"> -Statement of Qualifications including the role and responsibilities for each position identified and location; -The commitment (e.g. assigned full-time or part-time to the IRP) and location; and -Process for handling any changes of personnel. 		100
			60
R2.5	<p>Proposed IRP Organizational Structure The Bidder's proposal should include an illustration of their proposed IRP Organizational Structure Models for each of the 3 phases. The models should reflect all proposed positions and functions; identify the reporting relationships and communication lines.</p>	90	30
			60
R3	UNDERSTANDING THE REQUIRMENTS (maximum 560 points)		
R3.1	<p>Draft Work Plan Outlines The Bidder should demonstrate their understanding of the overall Service requirements detailed in the SOR by describing their proposed approach, based on providing draft work plan outlines for each of the 3 phases. The outlines should include the activities and brief description of what will transpire, the major milestones and the proposed schedule for achieving</p>	360	75

	the activities or milestones in order to set up, prepare and delivery the required services in each of the phases.		90
			75 120
R3.2	Risk Identification and Assessment The Bidder should describe what it considers as the top three risks or issues associated with each of the phases to deliver any portion of the required services and detail their proposed mitigation strategies for each identified issue or risk.	180	30 60 30

			60
R3.3	The Bidder is to explain and describe one of their Program or Project Management Methodologies, concepts, practices or tools regularly used and which should contribute to the success of the IRP and in delivering the required services.	20	10 10
R4	THIRD PARTY SERVICE PROVIDERS (TPSP) – “SUB-CONTRACTORS” (maximum 75		

R4.1	<p>Sub-Contractors The Bidder is to outline its approach, strategy and methodologies that will be used to establish, coordinate, implement and manage the contracts for the TPSP services in Canada, in the USA and International.</p>	50	10 40
R4.2	<p>Sub-Contractors – Sets of Services The Bidder is to propose “the sets of services” that will be provided from each category of the TPSP (realtors; lawyers; notaries; home inspectors and appraisers; banking institutions; rental search agencies; and property management). The TPSP category must list all the services that will be provided.</p>	25	25
R5	FINANCIAL MANAGEMENT (maximum 430 points)		

R5.1	<p>IMETS - SW Database Application</p> <p>The Bidder is to identify their proposed SW Database Application that shall be utilized for the IMETS. Additionally, as a minimum, include a high level description of:</p> <ul style="list-style-type: none"> -All functionalities and reporting capabilities of the proposed database tracking system; -Integration/Interface or required configuration including how secure gateway access shall be provided; -Any required modification or scaling that shall be required; and -Degree of complexity to support element changes during the life of the Contract. 	150	30
			30
			30
			30

R5.2	<p>Financial Management Functions</p> <p>The Bidder is provide an high level overview, summarizing:</p> <ol style="list-style-type: none"> Their accounts payable system in place or a description of what type of system is to be utilized and linked or cross referenced to the IMETS; Their account verification and invoice tracking systems and processes; Standard accounting practices utilized for year end accounting; and Standard financial controls or audits that they have in place to detect errors or duplication in accounts payable or invoicing. 	280	120
			160

	PHASE 3 – RATED – “Short Listed Bidders”	MAX POINTS	
R6	Demonstration – SW Database Application and ad hoc and pre-formatted reporting capabilities. POP Test (look for meaning)	460	30
			30
			400
R7	Reference Check(s) Validation of References provided in M1 and R1.2		

Singh, Ram

From: Singh, Ram
Sent: January 7, 2009 9:45 AM
To: Gagnon, Alain
Cc: Singh, Ram; Tuckey, Sharron

Alain plz print a copy of the doc we have to review and leave a copy for me. I will look at it and discuss w u Thanks R

Singh, Ram

From: Singh, Ram
Sent: January 7, 2009 9:58 AM
To: Gagnon, Alain; Tuckey, Sharron; Zovatto, Claudia
Cc: Prézeau-Legault, Colette; 'kahler.ec@forces.gc.ca'; 'todd.lamb@rogers.com'; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

We have to bear in mind that when we launched the pilot Program we established a floor AT THAT TIME however the volume has been consistently growing and as I have said time and again, we need to increase this floor amount to ensure that we have a firm that is capable of providing continuous service. We don't want someone who will constantly seek relief from us!

I will be reviewing this document fully sometime today/tonight and will provide my additional comments at that time.

I must say at this time that it is unbelievable that we have had 30 versions of the SOR! 30? This will certainly be raising questions!

D Ram Singh tbs
IRP Program Authority

From: Gagnon, Alain
To: Tuckey, Sharron; Zovatto, Claudia
Cc: Prézeau-Legault, Colette; Singh, Ram; Eric Kahler ; todd.lamb@rogers.com
Sent: Wed Jan 07 09:28:30 2009
Subject: RE: Integrated Relocation Program - SOR v30

As requested I have reviewed the documents provided (EC) and I have one concern.

In my view the mandatory criteria's are not robust enough. We were advised that by dropping the Threshold to (handling 500 relocation files per year for the past 3 years) instead of the TA's preferred up front approach of (3 years of handling a minimum of 6,000 relocation moves per year) we would have stronger requirements, such as: Bidder must have in place or must provide substantiation of being able to build an IT system capable of handling over 20,000 relocations per year as of 1 Dec 09, an existent core workforce, ability to expand and financial soundness all addressing the fact that it would be up to the task of handling over 20,000 relocation files per year.

We don't want a mom and pop shop, we want a credible company that can assume the large task at hand from the onset without any major disruption to the services provided to the employees and to meet the Units/Department's Operational requirements from 1 Dec 09.

Alain Gagnon
Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5
Alain.Gagnon@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Tuckey, Sharron
Sent: January 6, 2009 3:48 PM
To: Gagnon, Alain; Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia
Subject: FW: Integrated Relocation Program - SOR v30
Importance: High

Alain / Ram – please review (as per Claudia's request – see embedded email). Thank you.

Sharron Tuckey
 Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca | www.tbs-sct.gc.ca | [Travel Rates](#) | [Voyages](#)
 Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Prézeau-Legault, Colette **On Behalf Of** Zovatto, Claudia
Sent: January 6, 2009 3:00 PM
To: Tuckey, Sharron
Subject: FW: Integrated Relocation Program - SOR v30

Hi Sharron,

Should I keep upon Claudia's return?

Colette Prézeau-Legault
 Finance & Administration Officer | Agent de finances et de l'administration
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 400 Cooper Street, 7th Floor, Ottawa, ON K1A 0R5 / 400 rue Cooper, 7e étage, Ottawa (Ontario) K1A 0R5
Colette.Prezeau-Legault@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-5777 /
 Facsimile | Télécopieur 613-952-3002 /
 Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: KENNETH.CAMPBELL3@forces.gc.ca [mailto:KENNETH.CAMPBELL3@forces.gc.ca]
Sent: January 6, 2009 1:27 PM
To: Bill.Troupe@pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca
Cc: DAVID.BELOVICH@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Zovatto, Claudia;
 Tamara.Chamberlain@pwgsc.gc.ca; Gary.Cooper@pwgsc.gc.ca; ERIC.KAHLER@forces.gc.ca; MARIETTE.FYFE-
 FORTIN@forces.gc.ca; Scott.Leslie@pwgsc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA
Subject: RE: Integrated Relocation Program - SOR v30

Hi Bill,

Thank you for your review. We do appreciate the time and effort put forth by you and your team to provide this valuable 3rd party review. We are presently reviewing with an intention of amending the SOR from input received from the IRP Working Group. Your comments are timely to say the least. The IRP Working Group is reviewing the EC, both Mandatories and Rated Criteria, which I have attached below for your requested review. Please feel free to provide any commentary and/or suggestions you deem appropriate. Cheers

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]

Sent: Tuesday, 06 January, 2009 12:58

To: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull

Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; francine.deleseleuc@rcmp-grc.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Tamara Chamberlain; Gary Cooper; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Scott Leslie; Jérôme Thauvette

Subject: Integrated Relocation Program - SOR v30

Good Day,

1. PWGSC has reviewed with interest and diligence, the version (v30) of the IRP SOR provided on 18 December 2008. Our comments and concerns are attached to this email.
2. PWGSC continues to await the delivery of the Evaluation Criteria, as well as information required for the development of both the Basis and Method of Payment. The delays in provision of this information are anticipated to exacerbate the already challenging procurement schedule, a schedule that has no slack built into it.
3. The attachment represents the consolidated response of PWGSC IRP Contracting Team to this version SOR. Subsequent reviews of SOR by both PWGSC and other stakeholders (PWGSC Legal, Contract Quality Control, Department of Justice, and others) may result in additional comments. The observations provided, should enable the Technical Authority/Client Departments to readily identify areas of risk and concern that could result in Canada not receiving the quality of relocation services that are required in support of CF/RCMP members and public servants, a quality of service that all concerned have worked so hard to ensure is supplied under this program.
4. Should additional clarification of the comments contained in the attachment be require or helpful, please do not hesitate to contact Bill Troupe, IRP Contracts Manager (956-0972) or Tamara Chamberlain, IRP Contract Authority (956-5898).

<<SOR V30 18 Dec08_PWGSC Comments_Jan09.doc>>

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de
l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux
Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Singh, Ram
Sent: January 7, 2009 10:24 AM
To: Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Sorry u feel this way however I have to ensure that the record reflects my concerns - I can't believe that we have 30 versions of the SOR? This is incredulous! And yet I am not supposed to be on the team considering I was there from development?

I did send u a request asking you to print a copy for me nd u know I will review nd discuss with you. At this time I am very very tired of all the shenanigans on this file. Honestly, if I was an outsider looking in I would ave to wonder what's going on!

C u shortly
R

From: Gagnon, Alain
To: Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron
Sent: Wed Jan 07 10:09:58 2009
Subject: RE: Integrated Relocation Program - SOR v30

Ram,

Your comments or expertise and background are and will always be extremely valuable and crucial on this file. I really don't see the benefits of sending impetuous emails to everyone involved in this IRP contract, it won't help resolving this situation.

Furthermore, this is not my show; I was brought here on assignment as an AS-05 to temporarily replace a PE-06 to handle policy interpretations and approvals as per section 1.2.5 of the NJC IRD. My assignment concludes in March 09 (That's in 2 months or before), therefore, I believe that this is indeed still your show!

So can we stop this bickering and get on with the task at hand, if you can't send emails and get involved in the matter with the outside agencies, that's fine, but when we are asked, internally, for our review or opinion on IRP contracting issues, I believe that we should have no other choice but to be loyal to each other and cooperate.

Alain Gagnon
Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5
Alain.Gagnon@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 6, 2009 8:55 PM

To: Tuckey, Sharron; Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Unfortunately I am not in a position to do so because the decision was made to remove me from all aspects of IRp retender to prevent accusations against the tender process since I have been involved from day one and am subject to accusations!

Alain your show buddy!
 R

From: Tuckey, Sharron
To: Gagnon, Alain; Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia
Sent: Tue Jan 06 15:47:48 2009
Subject: FW: Integrated Relocation Program - SOR v30
 Alain / Ram – please review (as per Claudia's request – see embedded email). Thank you.

Sharron Tuckey
 Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca | www.tbs-sct.gc.ca | [Travel Rates](#) | [Voyages](#)
 Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Prézeau-Legault, Colette **On Behalf Of** Zovatto, Claudia
Sent: January 6, 2009 3:00 PM
To: Tuckey, Sharron
Subject: FW: Integrated Relocation Program - SOR v30

Hi Sharron,

Should I keep upon Claudia's return?

Colette Prézeau-Legault
 Finance & Administration Officer | Agent de finances et de l'administration
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 400 Cooper Street, 7th Floor, Ottawa, ON K1A 0R5 / 400 rue Cooper, 7e étage, Ottawa (Ontario) K1A 0R5
Colette.Prezeau-Legault@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-5777 /
 Facsimile | Télécopieur 613-952-3002 /
 Teletypewriter | Tél'imprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: KENNETH.CAMPBELL3@forces.gc.ca [mailto:KENNETH.CAMPBELL3@forces.gc.ca]
Sent: January 6, 2009 1:27 PM
To: Bill.Troupe@pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca
Cc: DAVID.BELOVICH@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Zovatto, Claudia; Tamara.Chamberlain@pwgsc.gc.ca; Gary.Cooper@pwgsc.gc.ca; ERIC.KAHLER@forces.gc.ca; MARIETTE.FYFE-FORTIN@forces.gc.ca; Scott.Leslie@pwgsc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA
Subject: RE: Integrated Relocation Program - SOR v30

Hi Bill,

Thank you for your review. We do appreciate the time and effort put forth by you and your team to provide this valuable 3rd party review. We are presently reviewing with an intention of amending the SOR from input received from the IRP Working Group. Your comments are timely to say the least. The IRP Working Group is reviewing the EC, both Mandatories and Rated Criteria, which I have attached below for your requested review. Please feel free to provide any commentary and/or suggestions you deem appropriate. Cheers

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]
Sent: Tuesday, 06 January, 2009 12:58
To: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; francine.deleseleuc@rcmp-grc.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Tamara Chamberlain; Gary Cooper; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Scott Leslie; Jérôme Thauvette
Subject: Integrated Relocation Program - SOR v30

Good Day,

1. PWGSC has reviewed with interest and diligence, the version (v30) of the IRP SOR provided on 18 December 2008. Our comments and concerns are attached to this email.
2. PWGSC continues to await the delivery of the Evaluation Criteria, as well as information required for the development of both the Basis and Method of Payment. The delays in provision of this information are anticipated to exacerbate the already challenging procurement schedule, a schedule that has no slack built into it.
3. The attachment represents the consolidated response of PWGSC IRP Contracting Team to this version SOR. Subsequent reviews of SOR by both PWGSC and other stakeholders (PWGSC Legal, Contract Quality Control, Department of Justice, and others) may result in additional comments. The observations provided, should enable the Technical Authority/Client Departments to readily identify areas of risk and concern that could result in Canada not receiving the quality of relocation services that are required in support of CF/RCMP members and public servants, a quality of service that all concerned have worked so hard to ensure is supplied under this program.
4. Should additional clarification of the comments contained in the attachment be require or helpful, please do not hesitate to contact Bill Troupe, IRP Contracts Manager (956-0972) or Tamara Chamberlain, IRP Contract Authority (956-5898).

<<SOR V30 18 Dec08_PWGSC Comments_Jan09.doc>>

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972

Cell / Tél: (613) 889-8997

Fax / Téléc: (819) 956-2675

APPENDIX 1 TO PART 4**MANDATORY CRITERIA**

NO.	PHASE 1 - MANDATORY CRITERIA	MET	NOT MET	Ref. Page #
CORPORATE QUALIFICATIONS				
M1	<p>Relocation Services Experience The Bidder must demonstrate they have a minimum of three years experience within the last six years as of bid closing in the *administration and management of a relocation program and associated services within Canada, or the USA or International. The relocation program must have had a minimum of 500 relocation moves per year.</p> <p>*Administration and management of a relocation program and associated services is defined as: -Providing personal assistance and guidance to individuals on the relocation process which includes planning, marketing assistance and destination services; -Providing counseling, advice and information on a relocation program governed by policies; -Arranging access and managing Third Party Service Providers (TPSP) for associated services such as realtors; lawyers; notaries; home inspectors and appraisers; rental search agencies; and property management; -Arranging Travel; -Financial Management services including tracking all financial aspects, making payments to individuals and TPSP; collecting any overpayments made; financial reporting; and invoicing.</p> <p>Experience in Business must be demonstrated by providing references that cover a three year period and include as a minimum the following information:</p> <ol style="list-style-type: none"> Name of Program, Project or Organization; Management Level Contact Name, title, address, telephone number and email address (if available); Brief description of the Program, Project or Organization including the scope, objectives, number of relocations, dollar value, degree and reason of complexity, number of sub-Contractors, number of resources provided, and the similarities of the reference Program, Project or Organization to IRP; and Duration (start and end dates) of providing the services. 			
M2	<p>Executive Sponsor The Bidder must propose an Executive Sponsor for the Contract and this person must have overall responsibility, on behalf of the Contractor, for all obligations under the Contract. The Bidder must identify, by name and job title, the individual proposed to fulfill the role of Executive Sponsor.</p>			
M3	<p>Statement of Qualifications and responsibilities for the Program Delivery Manager (PDM) position The Bidder must provide a *Statement of Qualifications identifying all relevant education, experience, qualifications or skills required for the proposed PDM position as well as an outline of the responsibilities.</p> <p>*The Statement of Qualifications and responsibilities for the PDM position shall be assessed under the point rated criteria.</p>			

NO.	PHASE 1 - MANDATORY CRITERIA CONTINUED	MET	NOT MET	Ref. Page #
M4	<p>Program Delivery Manager (PDM)</p> <p>The Bidder must propose a full time dedicated PDM as its representative responsible, at an operational level, for successfully delivering the services required under the Contract. The Bidder can submit up to 3 resumes (two potential and one backup resource) but must, as a minimum submit one resume that meets the Bidder's Statement of Qualifications. One of the two proposed resources or the backup resource <u>must be available at contract award and if not available the proposal shall be deemed NON-COMPLIANT.</u></p> <p>*The resumes shall be reviewed by the Evaluation Team and be either accepted or rejected as having met the qualifications as proposed by the Bidder in its Statement of Qualifications. If the Evaluation Team accepts neither of the proposed Delivery managers or backup resource, the proposal shall be deemed NON-COMPLIANT and will receive no further consideration.</p> <p>The proposed resources shall be assessed under the point rated criteria..</p>			
M5	<p>Central Office and Data Centre</p> <p>The Bidder must identify the Canadian location (City and Province) that it proposes to utilize for the Centre Office and Data Centre where the IMETS shall reside</p>			

Technical proposals, which meet all of the Mandatory Requirements, will be evaluated and scored in accordance with the Point Rated Evaluation Criteria listed below.

No	PHASE 2 – POINT-RATED CRITERIA	MAX POINTS	
R1	CORPORATE QUALIFICATIONS (maximum 280 points)		
R1.2	<p>Corporate Profile, Organizational Structure and Senior Management Expertise</p> <p>The Bidder’s proposal should include a Corporate Profile overview of not more than 5 pages in length that summarizes their principal business and corporate directions i.e. fields of expertise and experience. As a minimum, the summary should include:</p> <ul style="list-style-type: none"> -All fields that are relevant or similar to the required services for IRP and include depth and breadth of expertise and experience. -Describe their Organizational Structure and include an organization chart that illustrate their Senior Management Structure, roles and responsibilities and explain how the structure would ensure attention and commitment to the Contract; -Identify the Senior Management positions that shall provide executive direction or corporate support to IRP and provide substantiation that sufficient depth and experience exists in order to provide support to a program of this scope and complexity; -List any planned interactions, proposed activities and detail the communication lines and escalation process for resolution of Contract challenges, issues and disputes beyond the authority of the Program Delivery Manager. 	155	<p>40</p> <p>15</p> <p>15</p> <p>20</p> <p>25</p> <p>25</p>

			15
R1.2	<p>Corporate Capability and Past Experience</p> <p>The Bidder is to demonstrate the means by which their Corporate Capability and number of year's experience would be applied to the IRP. The onus is on the Bidder to clearly articulate the applicability and relevancy of how their Corporate Capability and Past Experiences would be applied and beneficial to the IRP and in relation to the services that are required. A maximum of three past references can be provided and the following regarding the Reference</p> <ul style="list-style-type: none"> a. Name of Program, Project or Organization; b. Management Level Contact Name, title, address, telephone number and email address (if available); c. Brief description of the Program, Project or Organization including the scope, objectives, number of relocations, dollar value, degree and reason of complexity, number of sub-Contractors, number of resources provided, and the similarities of the reference Program, Project or Organization to IRP; and d. Duration (start and end dates) of providing the services. 	65	40
			10
			15
R1.3	<p>Corporate Quality Assurance (QA)</p> <p>The Bidder proposal should describe their existing QA program or their ability to establish a QA program that shall support delivery of the required services.</p>	60	60
R2	CORPORATE PROPOSED PERSONNEL (maximum 830 points)		
R2.2	<p>Resource Plan</p> <p>The Bidder's proposal should include an summary of not more than 3 pages in length which describes their approach and methodology that shall be utilized to recruit, staff, train and retain all necessary personnel for each of the Phases.</p>	180	120
			60

R2.3	<p>Program Delivery Manager (PDM) The Bidder should demonstrate that the Statement of Qualification and responsibilities proposed for the PDM position meets the industry standards normally held for such a position for a program of this scope and complexity. It should substantiate why the specific education, experience, qualifications or skills level stated would be required to ensure successful set-up and delivery of the IRP required services.</p> <p>The resumes of the proposed PDM should identify and support meeting all the Qualifications listed as well as demonstrate clearly the level and depth of experience that the proposed individuals hold.</p>	190	40
			45
			45
			60
R2.4	<p>Delivery Team Key Personnel Structure In addition to the Program Delivery Manager, the Bidder should demonstrate the effectiveness of their proposed Delivery Team Key Personnel Structures that shall be utilized during:</p> <ol style="list-style-type: none"> a. Pre-Implementation Phase - In-Coming Transition Period; b. Implementation Phase - In-Service Delivery Period; and c. Out-Going Phase- Out-Going Transition Period. <p>As a minimum, the information to be provided for each of the phases should include:</p> <ul style="list-style-type: none"> -The proposed function name of all the Delivery Team Key Personnel 	370	120
			90

	<p>proposed and the number of resources that shall be assigned and reporting to each position;</p> <ul style="list-style-type: none"> -Statement of Qualifications including the role and responsibilities for each position identified and location; -The commitment (e.g. assigned full-time or part-time to the IRP) and location; and -Process for handling any changes of personnel. 		100
			60
R2.5	<p>Proposed IRP Organizational Structure The Bidder's proposal should include an illustration of their proposed IRP Organizational Structure Models for each of the 3 phases. The models should reflect all proposed positions and functions; identify the reporting relationships and communication lines.</p>	90	30
			60
R3	UNDERSTANDING THE REQUIRMENTS (maximum 560 points)		
R3.1	<p>Draft Work Plan Outlines The Bidder should demonstrate their understanding of the overall Service requirements detailed in the SOR by describing their proposed approach, based on providing draft work plan outlines for each of the 3 phases. The outlines should include the activities and brief description of what will transpire, the major milestones and the proposed schedule for achieving</p>	360	75

	the activities or milestones in order to set up, prepare and delivery the required services in each of the phases.		90
			75
			120
R3.2	<p>Risk Identification and Assessment</p> <p>The Bidder should describe what it considers as the top three risks or issues associated with each of the phases to deliver any portion of the required services and detail their proposed mitigation strategies for each identified issue or risk.</p>	180	30
			60
			30

			60
R3.3	The Bidder is to explain and describe one of their Program or Project Management Methodologies, concepts, practices or tools regularly used and which should contribute to the success of the IRP and in delivering the required services.	20	10
			10
R4	THIRD PARTY SERVICE PROVIDERS (TPSP) – “SUB-CONTRACTORS” (maximum 75		

R4.1	Sub-Contractors The Bidder is to outline its approach, strategy and methodologies that will be used to establish, coordinate, implement and manage the contracts for the TPSP services in Canada, in the USA and International.	50	10 40
R4.2	Sub-Contractors – Sets of Services The Bidder is to propose “the sets of services” that will be provided from each category of the TPSP (realtors; lawyers; notaries; home inspectors and appraisers; banking institutions; rental search agencies; and property management). The TPSP category must list all the services that will be provided.	25	25
R5	FINANCIAL MANAGEMENT (maximum 430 points)		

R5.1	<p>IMETS - SW Database Application</p> <p>The Bidder is to identify their proposed SW Database Application that shall be utilized for the IMETS. Additionally, as a minimum, include a high level description of:</p> <ul style="list-style-type: none"> -All functionalities and reporting capabilities of the proposed database tracking system; -Integration/Interface or required configuration including how secure gateway access shall be provided; -Any required modification or scaling that shall be required; and -Degree of complexity to support element changes during the life of the Contract. 	150	30
			30
			30
			30

R5.2	Financial Management Functions The Bidder is provide an high level overview, summarizing: a. Their accounts payable system in place or a description of what type of system is to be utilized and linked or cross referenced to the IMETS; b. Their account verification and invoice tracking systems and processes; c. Standard accounting practices utilized for year end accounting; and d. Standard financial controls or audits that they have in place to detect errors or duplication in accounts payable or invoicing.	280	120 160

	PHASE 3 – RATED – “Short Listed Bidders”	MAX POINTS	
R6	Demonstration – SW Database Application and ad hoc and pre-formatted reporting capabilities. POP Test (look for meaning)	460	30
			30
			400
R7	Reference Check(s) Validation of References provided in M1 and R1.2		

Pages 192 to / à 193

are duplicates

sont des duplicatas

Pages 193 to / à 194

are duplicates

sont des duplicatas

Pages 194 to / à 195

are duplicates

sont des duplicatas

**Pages 195 to / à 196
are duplicates
sont des duplicatas**

Singh, Ram

From: Tuckey, Sharron
Sent: January 7, 2009 10:58 AM
To: Singh, Ram; Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia
Subject: RE: Integrated Relocation Program - SOR v30

Ram & Alain:

Good morning – it is apparent that there is significant stress and tension for multiple reasons, however I would recommend a meeting / discussion to communicate certain issues (rather than emails, which are subject to ATIPs). We can agree to disagree however more professionally / politely.

As an outsider to recent email exchanges, I hope you accept these comments in the spirit in which it is intended.

Thank you.

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca | www.tbs-sct.gc.ca | [Travel Rates](#) | [Voyages](#)
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 7, 2009 10:24 AM
To: Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Sorry u feel this way however I have to ensure that the record reflects my concerns - I can't believe that we have 30 versions of the SOR? This is incredulous! And yet I am not supposed to be on the team considering I was there from development?

I did send u a request asking you to print a copy for me nd u know I will review nd discuss with you. At this time I am very very tired of all the shenanigans on this file. Honestly, if I was an outsider looking in I would ave to wonder what's going on!

C u shortly
R

2010-11-22

000197

From: Gagnon, Alain
To: Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron
Sent: Wed Jan 07 10:09:58 2009
Subject: RE: Integrated Relocation Program - SOR v30
Ram,

Your comments or expertise and background are and will always be extremely valuable and crucial on this file. I really don't see the benefits of sending impetuous emails to everyone involved in this IRP contract, it won't help resolving this situation.

Furthermore, this is not my show; I was brought here on assignment as an AS-05 to temporarily replace a PE-06 to handle policy interpretations and approvals as per section 1.2.5 of the NJC IRD. My assignment concludes in March 09 (That's in 2 months or before), therefore, I believe that this is indeed still your show!

So can we stop this bickering and get on with the task at hand, if you can't send emails and get involved in the matter with the outside agencies, that's fine, but when we are asked, internally, for our review or opinion on IRP contracting issues, I believe that we should have no other choice but to be loyal to each other and cooperate.

Alain Gagnon
Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5
Alain.Gagnon@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 6, 2009 8:55 PM
To: Tuckey, Sharron; Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Unfortunately I am not in a position to do so because the decision was made to remove me from all aspects of IRP tender to prevent accusations against the tender process since I have been involved from day one and am subject to accusations!

Alain your show buddy!
R

From: Tuckey, Sharron
To: Gagnon, Alain; Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia
Sent: Tue Jan 06 15:47:48 2009
Subject: FW: Integrated Relocation Program - SOR v30
Alain / Ram – please review (as per Claudia's request – see embedded email). Thank you.

Sharron Tuckey

Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Sharron.Tuckey@tbs-sct.gc.ca | www.tbs-sct.gc.ca | [Travel Rates](#) | [Voyages](#)

Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prézeau-Legault, Colette **On Behalf Of** Zovatto, Claudia

Sent: January 6, 2009 3:00 PM

To: Tuckey, Sharron

Subject: FW: Integrated Relocation Program - SOR v30

Hi Sharron,

Should I keep upon Claudia's return?

Colette Prézeau-Legault

Finance & Administration Officer | Agent de finances et de l'administration

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

400 Cooper Street, 7th Floor, Ottawa, ON K1A 0R5 / 400 rue Cooper, 7e étage, Ottawa (Ontario) K1A 0R5

Colette.Prezeau-Legault@tbs-sct.gc.ca

Telephone | Téléphone 613-952-5777 /

Facsimile | Télécopieur 613-952-3002 /

Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: KENNETH.CAMPBELL3@forces.gc.ca [mailto:KENNETH.CAMPBELL3@forces.gc.ca]

Sent: January 6, 2009 1:27 PM

To: Bill.Troupe@pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca

Cc: DAVID.BELOVICH@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Zovatto, Claudia;

Tamara.Chamberlain@pwgsc.gc.ca; Gary.Cooper@pwgsc.gc.ca; ERIC.KAHLER@forces.gc.ca; MARIETTE.FYFE-FORTIN@forces.gc.ca; Scott.Leslie@pwgsc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA

Subject: RE: Integrated Relocation Program - SOR v30

Hi Bill,

Thank you for your review. We do appreciate the time and effort put forth by you and your team to provide this valuable 3rd party review. We are presently reviewing with an intention of amending the SOR from input received from the IRP Working Group. Your comments are timely to say the least. The IRP Working Group is reviewing the EC, both Mandatories and Rated Criteria, which I have attached below for your requested review. Please feel free to provide any commentary and/or suggestions you deem appropriate. Cheers

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]
Sent: Tuesday, 06 January, 2009 12:58
To: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; francine.deleseleuc@rcmp-grc.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Tamara Chamberlain; Gary Cooper; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Scott Leslie; Jérôme Thauvette
Subject: Integrated Relocation Program - SOR v30

Good Day,

1. PWGSC has reviewed with interest and diligence, the version (v30) of the IRP SOR provided on 18 December 2008. Our comments and concerns are attached to this email.
2. PWGSC continues to await the delivery of the Evaluation Criteria, as well as information required for the development of both the Basis and Method of Payment. The delays in provision of this information are anticipated to exacerbate the already challenging procurement schedule, a schedule that has no slack built into it.
3. The attachment represents the consolidated response of PWGSC IRP Contracting Team to this version SOR. Subsequent reviews of SOR by both PWGSC and other stakeholders (PWGSC Legal, Contract Quality Control, Department of Justice, and others) may result in additional comments. The observations provided, should enable the Technical Authority/Client Departments to readily identify areas of risk and concern that could result in Canada not receiving the quality of relocation services that are required in support of CF/RCMP members and public servants, a quality of service that all concerned have worked so hard to ensure is supplied under this program.
4. Should additional clarification of the comments contained in the attachment be require or helpful, please do not hesitate to contact Bill Troupe, IRP Contracts Manager (956-0972) or Tamara Chamberlain, IRP Contract Authority (956-5898).

<<SOR V30 18 Dec08_PWGSC Comments_Jan09.doc>>

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de
l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux
Canada

Tel / Tél: (819) 956-0972

Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

Singh, Ram

From: Singh, Ram
Sent: January 7, 2009 1:51 PM
To: Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
Subject: Re: Integrated Relocation Program

Alain it is bad out there man!!

Listen I am going back into the cF doc - a bit loss so re-reading buddy. In tyhe mean time they r suggesting including a housekeeper (singlemembers) under family definition. Can u plz c if u can get anything more on this for us to better understand. Also the EX doc should be back by this aft or latest tomorrow and u can then advise upward internally and subsequently to PWGSC. I spoke again to NJC this morning on the Directive nd they will try to help us out

Drive safely it is bad

R

From: Gagnon, Alain
To: Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron
Sent: Wed Jan 07 10:31:03 2009
Subject: RE: Integrated Relocation Program - SOR v30

Paperwork is in your mailbox as requested.

AG

Alain Gagnon

Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Alain.Gagnon@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur

613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 7, 2009 10:24 AM
To: Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Sorry u feel this way however I have to ensure that the record reflects my concerns - I can't believe that we have 30 versions of the SOR? This is incredulous! And yet I am not supposed to be on the team considering I was there from development?

I did send u a request asking you to print a copy for me nd u know I will review nd discuss with you. At this time I am very very tired of all the shenanigans on this file. Honestly, if I was an outsider looking in I would ave to wonder what's going on!

C u shortly
R

From: Gagnon, Alain
To: Singh, Ram
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Tuckey, Sharron
Sent: Wed Jan 07 10:09:58 2009
Subject: RE: Integrated Relocation Program - SOR v30
Ram,

Your comments or expertise and background are and will always be extremely valuable and crucial on this file. I really don't see the benefits of sending impetuous emails to everyone involved in this IRP contract, it won't help resolving this situation.

Furthermore, this is not my show; I was brought here on assignment as an AS-05 to temporarily replace a PE-06 to handle policy interpretations and approvals as per section 1.2.5 of the NJC IRD. My assignment concludes in March 09 (That's in 2 months or before), therefore, I believe that this is indeed still your show!

So can we stop this bickering and get on with the task at hand, if you can't send emails and get involved in the matter with the outside agencies, that's fine, but when we are asked, internally, for our review or opinion on IRP contracting issues, I believe that we should have no other choice but to be loyal to each other and cooperate.

Alain Gagnon
Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5
Alain.Gagnon@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 6, 2009 8:55 PM
To: Tuckey, Sharron; Gagnon, Alain
Cc: Prézeau-Legault, Colette; Zovatto, Claudia; Singh, Ram
Subject: Re: Integrated Relocation Program - SOR v30

Unfortunately I am not in a position to do so because the decision was made to remove me from all aspects of IRp retender to prevent accusations against the tender process since I have been involved from day one and am subject to accusations!

Alain your show buddy!
R

From: Tuckey, Sharron
To: Gagnon, Alain; Singh, Ram
Cc: Prézéau-Legault, Colette; Zovatto, Claudia
Sent: Tue Jan 06 15:47:48 2009
Subject: FW: Integrated Relocation Program - SOR v30
Alain / Ram – please review (as per Claudia's request – see embedded email). Thank you.

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca | www.tbs-sct.gc.ca | [Travel Rates](#) | [Voyages](#)
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prézéau-Legault, Colette **On Behalf Of** Zovatto, Claudia
Sent: January 6, 2009 3:00 PM
To: Tuckey, Sharron
Subject: FW: Integrated Relocation Program - SOR v30

Hi Sharron,

Should I keep upon Claudia's return?

Colette Prézéau-Legault
Finance & Administration Officer | Agent de finances et de l'administration
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
400 Cooper Street, 7th Floor, Ottawa, ON K1A 0R5 / 400 rue Cooper, 7e étage, Ottawa (Ontario) K1A 0R5
Colette.Prezeau-Legault@tbs-sct.gc.ca
Telephone | Téléphone 613-952-5777 /
Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: KENNETH.CAMPBELL3@forces.gc.ca [mailto:KENNETH.CAMPBELL3@forces.gc.ca]
Sent: January 6, 2009 1:27 PM
To: Bill.Troupe@pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca
Cc: DAVID.BELOVICH@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Zovatto, Claudia;
Tamara.Chamberlain@pwgsc.gc.ca; Gary.Cooper@pwgsc.gc.ca; ERIC.KAHLER@forces.gc.ca; MARIETTE.FYFE-
FORTIN@forces.gc.ca; Scott.Leslie@pwgsc.gc.ca; Jerome.Thauvette@PWGSC.GC.CA
Subject: RE: Integrated Relocation Program - SOR v30

Hi Bill,

Thank you for your review. We do appreciate the time and effort put forth by you and your team to provide this valuable 3rd party review. We are presently reviewing with an intention of amending the SOR from input received from the IRP Working Group. Your comments are timely to say the least. The IRP Working Group is reviewing the EC, both Mandatories and Rated Criteria, which I have attached below for your requested review. Please feel free to provide any commentary and/or suggestions you deem appropriate. Cheers

K.D. Campbell
613-850-0470
campbell.kd@forces.gc.ca

-----Original Message-----

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]
Sent: Tuesday, 06 January, 2009 12:58
To: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; francine.deleseleuc@rcmp-grc.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Tamara Chamberlain; Gary Cooper; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Scott Leslie; Jérôme Thauvette
Subject: Integrated Relocation Program - SOR v30

Good Day,

1. PWGSC has reviewed with interest and diligence, the version (v30) of the IRP SOR provided on 18 December 2008. Our comments and concerns are attached to this email.
2. PWGSC continues to await the delivery of the Evaluation Criteria, as well as information required for the development of both the Basis and Method of Payment. The delays in provision of this information are anticipated to exacerbate the already challenging procurement schedule, a schedule that has no slack built into it.
3. The attachment represents the consolidated response of PWGSC IRP Contracting Team to this version SOR. Subsequent reviews of SOR by both PWGSC and other stakeholders (PWGSC Legal, Contract Quality Control, Department of Justice, and others) may result in additional comments. The observations provided, should enable the Technical Authority/Client Departments to readily identify areas of risk and concern that could result in Canada not receiving the quality of relocation services that are required in support of CF/RCMP members and public servants, a quality of service that all concerned have worked so hard to ensure is supplied under this program.
4. Should additional clarification of the comments contained in the attachment be required or helpful, please do not hesitate to contact Bill Troupe, IRP Contracts Manager (956-0972) or Tamara Chamberlain, IRP Contract Authority (956-5898).

<<SOR V30 18 Dec08_PWGSC Comments_Jan09.doc>>

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,

Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de
l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux
Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

Singh, Ram

From: Singh, Ram
Sent: January 12, 2009 11:46 AM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: Hi

I sent the EX document to both u and alain. As I said earlier, we r waiting on the NJC for the Directive

The CF policy requires certain verification

I am concerned that CF wants to add housekeepers for single members and bottled water allowance! In the misc allowance a bopttle of water is computed in the amount. In addition we need to talk on the submission to better understabd their reasoning. I asked Alain to try and coordinate a meeting

Your boys would jjust love being here on the sand and the beach

Tk kr

R

Singh, Ram

From: Singh, Ram
Sent: January 12, 2009 2:59 PM
To: Zovatto, Claudia; Gagnon, Alain
Cc: Singh, Ram
Subject: IRP SOW V 30

I have looked at this 30th version of the document and am very very concerned with the ambiguity. Personally I feel that this document fails to ensure we are placing the onus on the bidders to enhance instead they are being asked to just submit statements but who has a measurement tool for what is being submitted?

M1 - first paragraph I think should specify "for a corporation" as the org they delivered the services previously/currently

They identified some 3rd party s/providers - is that it or should there be etc?

A major task has not been identified - deduction at source of applicable taxes, EI, pension

M2 - why r we creating titles? Every corporation has VPs etc so y can't they submit such titles?

M4 - I am against so many resumes for one position. A bidder should be able to sign an individual so I feel they should submit 2 resumes with one being the back-up.

M5 - so if a bidder says its centre office will be vancouver/ quebec city it will be good? This is ridiculous!

R1.3 - Industry uses ISOs as a measurement so why don't we say so - that we want an established ISO approved QA program? Why ask for the ability to establish one - all the have to say is they are equipped to establish a QA program and no one can fault them?

R2.3 - what is industry standards? This is an unregulated industry so there are no standards! This confirms my suspicion that thye so-called procurement experts have no darn knowledge of the relo business but they are experts! If we ask a bidder to submit docs that meet Industry standards then I hope that the procurement experts obtain copies for the bid review committee to use in comparative analysis! Who is qualified to accept a submission saying it does meet industry standards, Ken?

R3'.1 - asks for a submission of draft work plans. Who in the current procurement expert team is knowledgeable to assess this? Who in the review committee will be reviewing this? It cannot be PWGSC because they cannot assess the technical aspects even though they seem to think they are overseeing the IRP.

R3.2 - speaks about top 3 risks to be identified. Who knows what the top 3 risks are? Ken? PWGSC? The risk from the view point of a service provider is different than that of the government of Canada so how are the "Experts" planning to assign points?

R4.2 - I think weneed ETC added

R5.2 - why isn't the issuing of advances, reconciling and recovery of funds not included.

R6 - ????? Very impressive but missing details

I know that this response will be looked at in a manner that I am negative towards the people directing this but I am advising on what is before me. I still believe that the people who are overseeing this document development are an absolute joke and should not be involved. They think of building ships and planes and tanks (words from the mouth of ken) and think it is comparable.

Alain and claudia I hope that ken is not removing the reporting/ submitting requirements. The service provdr at all times must obtain approval from TBS for anything. Quarterly

meetings are chaired by tBS and its clients, not pWgSC

Claudia PW still continued on with CRA without us that is interference in the technical sphere of the program, not contracting.

My submission on Version 30 of the SOR.

Ram

Singh, Ram

From: Bill Troupe [Bill.Troupe@pwgsc.gc.ca]
Sent: January 14, 2009 11:07 AM
To: Singh, Ram
Cc: Gagnon, Alain; Tamara Chamberlain; Gary Cooper; Elizabeth Duhaime; Nathalie Blais; Scott Leslie; Zovatto, Claudia; ERIC.KAHLER@forces.gc.ca; France McDougall; Todd.Lamb@rcmp-grc.gc.ca
Subject: RE: CPP & EI Maximum Pensionable and Insurable Earnings and the Integration of Relocation Benefits under the IRP
Sensitivity: ~~Confidential~~ **Déclassifié par le bureau de l'AIPRP**

Good Day Ram,

1. Thank you for your email. PWGSC has a role to play in the resolution of this matter, as it will most likely require one or more contract amendments to implement. The Program Authority and the Departmental Authorities are most welcome to be involved in any meetings on this matter and will be kept informed to the extent that you/they wish.
2. There has been no attempt to obtain process information from RLRs. It would not be correct to share such information with other bidders/stakeholders, even if it were requested, which as stated, it was not.
3. There are several factors that prevent the GOC from having RLRs resolve this matter without GOC involvement:
 - The manner of handling Deductions At Source has been specifically prescribed in the current contracts (Section 9.7.2 of the SOW for your contract specifically states: "...and to subscribe to any employer's obligation on behalf of the GOC as if the Contractor was deemed to be the employer.");
 - Legislation governing CRA prevents RLRs (as the "deemed employer") from re-claiming the employer's portion of overpayments of Deductions at Source and remitting same to the GOC. This can only be done by the GOC, though this will require RLRs to provide some essential GOC employee/transferee information that they possess; and
 - For the new procurement of the IRP, the GOC must advise the bidders, how we wish them to handle this particularly challenging and involved function, due to the fact that there may be a requirement to have the GOC payroll system play a role in this function.
4. I trust that this clarifies the situation. Should you wish to discuss this matter further, please contact me and we can arrange to meet.

Regards,

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats,
 Integrated Relocation Program/ Programme de réinstallation intégré,
 Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
 Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies,
 Acquisitions Branch / Direction Générale Des Approvisionnements
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997
 Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Monday, January 05, 2009 9:44 AM

To: Bill Troupe

Cc: Alain.Gagnon@tbs-sct.gc.ca; Tamara Chamberlain; Gary Cooper; Elizabeth Duhaime; Nathalie Blais; Ram.Singh@tbs-sct.gc.ca

Subject: RE: CPP & EI Maximum Pensionable and Insurable Earnings and the Integration of Relocation Benefits under the IRP

Importance: High

Sensitivity: Confidential **Déclassifié par le bureau de l'AIPRP**

Happy New Year

Based on what I have read previously and now, I am having a difficult time identifying where this area of task falls under Contracting. Based on my limited experience I do believe that it is a part of the Technical Requirements which is outside of the Contracting Authority's responsibility. However, I stand to be corrected.

I wish to point out also that again TBS has been sidelined by the Contracting Authority on this matter which represents our demand from the Service Provider under Technical Requirements. I wish also at this time to clearly state (for the record) my disagreement with asking the current Contractor to provide documentation on how they process Deduction at Source. This in my opinion is comparable to when PWGSC released the bidding price of RLRS and in a subsequent bidding process a competitor was able to use that price per file information to under-bid. We should be expecting prospective bidders to clearly identify how they would handle this area in the Technical requirements as identified by the Program Authority (TBS) whose program it is instead of "spoon-feeding them another bidder's example of process".

Please, I want this to be clearly understood, I am not trying to demean anyone as has been done to me but I am simply identifying my concerns here because without a doubt there will be another inquiry and it may be much bigger than the previous ones and I have no intention of sitting in the background this time!

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Ram.Singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Bill Troupe [mailto:Bill.Troupe@pwgsc.gc.ca]

Sent: January 5, 2009 7:31 AM

To: Michel Bonin

Cc: Singh, Ram; ERIC.KAHLER@forces.gc.ca; France McDougall; Todd.Lamb@rcmp-grc.gc.ca; Gagnon, Alain; Scott Leslie; Tamara Chamberlain; Gary Cooper; Elizabeth Duhaime; Nathalie Blais

Subject: RE: CPP & EI Maximum Pensionable and Insurable Earnings and the Integration of Relocation Benefits under the IRP

Good Morning Michel,

Happy New Year. I hope that you had a great holiday and that there was an opportunity to recharge your batteries in order to face the coming year, as they say "bright eyed and bushy tailed".

I reviewed with interest your synopsis of the Deductions at Source issue that you provided in the below email. Many thanks for taking the time and effort to summarize this issue in a manner that assists the other stakeholders (within Government) to more fully appreciate this matter. As you correctly mentioned, there are two issues, historical claims against CRA for reimbursement of overpaid employer deductions; and remedying the situation on a going forward basis. I would like to initially focus on the historical matter, as it is rather pressing.

I am pleased to report that we have been provided some temporary assistance in the form of an experienced and capable Supply Team Leader, who possesses experience working in the realm of Employment Insurance, who will assist in bringing this matter to closure. Elizabeth Duhaime will be assisting us, though due to some internal reporting requirements, I have asked that communications on this matter go through either myself or Tamara Chamberlain, for the time being.

On, 18 December 2008, Tamara, Elizabeth and myself had a telephone conversation with CRA on this issue. Of initial concern was the impending deadline of 31 December 2008, at which time we would have become "statute barred" from claiming reimbursement for CPP and EI refunds. This matter was addressed by forwarding correspondence to CRA, in the form of a "Letter of Intent to File PD24s".

Additionally, on 29 December, I had a discussion with one of the managers from PWGSC Compensation (as our department is responsible for making the payments for the majority of the Government of Canada payroll). It was confirmed for me that, as suspected, the flow of information pertaining to the employees against whose names the employer's remittances were submitted to CRA on behalf by RLRS, would have to be from RLRS to PWGSC, and then on to CRA. Certainly, you will appreciate that due to our privacy constraints, we cannot provide Government of Canada employee earnings data to entities outside of the government, though you may already have some of this information.

To move things forward, I would like to speak to you when you have a few moments, as I believe that if you were to provide us with a data base, containing key transferee or GOC employee data (name, SIN, earnings, deductions, etc), we could add the additional information necessary and then submit the data to CRA.

I look forward to working with you and the RLRS Team to bring about a timely resolution of this matter.

Best regards,

W.J. (Bill) Troupe, CD

Contracts Manager / Gestionnaire des contrats,

Integrated Relocation Program/ Programme de réinstallation intégré,

Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,

Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en

2010-11-23

000213

Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Michel Bonin [mailto:MBonin@royalpage2.com]
Sent: Thursday, November 13, 2008 8:39 AM
To: Bill Troupe <Bill.Troupe@PWGSC.GC.CA>; Tamara Chamberlain
Cc: Eliane Savard
Subject: CPP & EI Maximum Pensionable and Insurable Earnings and the Integration of Relocation Benefits under the IRP

Good morning Tamara and Bill:

Please find attached a synopsis of the situation discussed at our last meeting with the CRA representatives.

Please let me know if any questions arise.

Best regards,

Michel

*Michel Bonin
Associate Vice President, Government Services
Royal LePage Relocation Services
100 Sparks Street, Suite 801
Ottawa (Ontario) K1P 5B7
Tel.: (613) 236-3011
Fax: (613) 236-8231
mbonin@rlrs.com
www.irp-pri.com*

A Brookfield Asset Management Company

*Michel Bonin
Vice-président associé, Services gouvernementaux
Services de relogement Royal LePage
100 rue Sparks, Bureau 801
Ottawa (Ontario)
K1P 5B7
Tél: (613) 236-3011
Téléc: (613) 236-8231
mbonin@rlrs.com
www.irp-pri.com
Une compagnie de Brookfield Asset Management*

Cette communication doit être reçue seulement par le/la destinataire(s) et l'information contenue est de nature privilégiée, confidentielle et sujette au droit d'auteur. Tout emploi non autorisé de ce message est interdit. Si

2010-11-23

000214

*cette communication vous a été acheminée par erreur, veuillez en aviser le/la soussigné(e) immédiatement.
Merci.*

This communication is intended to be received by the individual or entity to whom or to which it is addressed and contains information that is privileged, confidential and subject to copyright. Any unauthorized use, copying, review or disclosure is prohibited. If received in error, please contact the sender immediately. Thank you.

Singh, Ram

From: Zovatto, Claudia
Sent: January 15, 2009 9:08 AM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: RE: Hi

It was received. I know that they are trying to freeze the document. Alain and I will discuss. Thanks for taking the time to review it.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: January 15, 2009 8:11 AM
To: Zovatto, Claudia
Subject: Hi

I sent a report with my observations on version 30 of the SOR but I did not get any feedback

R.

Graham, Don

From: Singh, Ram
Sent: January 16, 2009 9:15 AM
To: 'esavard@royallepage2.com'
Cc: Gagnon, Alain; Prézeau-Legault, Colette; Singh, Ram
Subject: Re: Your Registration for the Symposium

Thank u

R

From: Eliane Savard
To: Singh, Ram
Cc: Gagnon, Alain
Sent: Thu Jan 15 11:21:18 2009
Subject: Re: Your Registration for the Symposium

No problem Ram, we have registered you and will prepare an invoice for the two lunches. I will request the regular AV requirements for your two symposium days, including podium, floor mikes and a panel discussion table for the 5th of February.

I conclude that you will have Power Point presentations for the two days. As per previous years, the simultaneous translators require the final and translated versions to prepare and practice. As such, all electronic documents will be forwarded to them on Friday January 23rd, or earlier if received. As such, if you can please provide me with your slide decks prior to the end of next week, I will ensure the translators receive them promptly.

Should you wish to print copies of the presentations, we estimate a maximum number of participants in the NJC room at 175, maximum. Per your request, we have also scheduled you time in the RCMP and CF sessions. Anticipated number of attendees in the RCMP session is maximum 65, while the CF will have a maximum of 120 persons.

As a final note, can you also please provide us with your updated bio?

Safe travels!
Eliane

>>> <Ram.Singh@tbs-sct.gc.ca> 15/01/2009 10:07 am >>>

I am not in canada so I can't do anything. Can u go ahead and confirm me please
Thanks

From: Eliane Savard
To: Singh, Ram
Sent: Thu Jan 15 08:52:41 2009
Subject: Your Registration for the Symposium

Hi Ram,

2011-01-27

000217

I hope you are doing well. I just left you a voice mail, to please complete your registration today for the IRP symposium. The link to register is <http://www.symposium2009.com> .

I am also finalizing the AV requirements for your presentations and will follow-up shortly to confirm your needs.

Please do not hesitate to contact me should you require any additional information.

Best regards,
Eliane

Eliane Savard
National Manager, Client Services
Royal LePage Relocation Services
Government Services
100 Sparks Street, Suite 801
Ottawa, Ontario K1P 5B7
Tel: (613) 236-1682
Fax: (613) 236-8231
esavard@royallepage2.com
www.irp-pri.com

Eliane Savard
Gestionnaire nationale, Service Clients
Services de relogement Royal LePage
Services gouvernementaux
100 rue Sparks, bureau 801
Ottawa, Ontario K1P 5B7
Tél. (613) 236-1682
Télééc. (613) 236-8231
esavard@royallepage2.com
www.irp-pri.com

Graham, Don

From: Singh, Ram
Sent: January 28, 2009 8:28 AM
To: Stever, Linda; Zovatto, Claudia
Cc: Singh, Ram
Subject: FW: Relocation Directive, Report to Exec

Importance: High
Sensitivity: Confidential

Attachments: 4161_Relocation Exec Report.doc



4161_Relocation
Exec Report.do...

AS CAN BE PLAINLY SEEN THE DOCUMENT REQUESTED BY Mrs Prescott was sent when I got it and confirmed it was what she was looking for. Again, I ask for a retraction of commentaries made by Linda Stever in an e-mail to Mrs Zovatto

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program |
Conseiller Principal en politiques et programmes & Responsable du Programme de
réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et
politiques administratives Labour Relations & Compensation Operations | Relations de
travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Ram.Singh@tbs-sct.gc.ca Telephone |
Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: January 26, 2009 10:12 AM
To: Prescott, Edith
Cc: Zovatto, Claudia; Gagnon, Alain; Singh, Ram
Subject: FW: Relocation Directive, Report to Exec
Importance: High
Sensitivity: Confidential

Attached is the NJC document that was released to its Exec Committee. This document is not for general circulation under no circumstances.

Thank you.

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program |
Conseiller Principal en politiques et programmes & Responsable du Programme de
réinstallation intégrée Excluded Groups and Administrative Policies | Groupes exclus et
politiques administratives Labour Relations & Compensation Operations | Relations de
travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Ram.Singh@tbs-sct.gc.ca Telephone |
Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Bouwhuis, Matilda: NJC [mailto:Matilda.Bouwhuis@njc-cnm.gc.ca]

Sent: January 21, 2009 11:53 AM
To: Singh, Ram
Cc: McDonald, Erin: NJC; Beauchamp, Karine: NJC; Paré, Nicole: NJC
Subject: Relocation Directive, Report to Exec

See attached.

-----Original Message-----

From: McDonald, Erin: NJC
Sent: January 21, 2009 11:47 AM
To: Beauchamp, Karine: NJC; Bouwhuis, Matilda: NJC; Paré, Nicole: NJC
Subject: FW: NJC Distribution Letter
Importance: High

Do any of you know what document Ram is looking for?

Erin McDonald

613-990-1805 | erin.mcdonald@njc-cnm.gc.ca

Administrative Assistant/ Adjoint administratif

National Joint Council/ Conseil national mixte

www.njc-cnm.gc.ca

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, January 21, 2009 11:41 AM
To: McDonald, Erin: NJC
Subject: Re: NJC Distribution Letter

Can I please get a copy of the document provided to exec explaining changes to relo dire.
It will make my job easier for memo to Pres nd for symposium - urgent please Ram

----- Original Message -----

From: erin.mcdonald@njc-cnm.gc.ca <erin.mcdonald@njc-cnm.gc.ca>
To: Singh, Ram
Sent: Fri Jan 02 10:12:49 2009
Subject: NJC Distribution Letter

2 January 2009

Mr. D. (Ram) Singh
Senior Policy and Program Analyst
Excluded Groups and Administrative Policies Treasury Board Secretariat The Chomley
Building, 7th Floor 400 Cooper Street Ottawa, ON K1A 0R5

Dear Mr. Singh:

Information contained in the NJC minutes/reports may be time sensitive. Documents are for
information purposes only and are not for distribution or further release. Any questions
should be directed to Nicole Paré at 613-990-1806.

Enclosed please find, for your information, copies of the following:

1. Relocation Committee, Minutes, Meeting 19, English (30780.doc)
2. Relocation Committee, Minutes, Meeting 19, French (30840.doc)



**National
Joint Council
of the
Public Service
of Canada**

**Conseil
national mixte
de la
fonction publique
du Canada**

File No. 41.6.1

REPORT

RAPPORT

ON THE

SUR

**CYCLICAL REVIEW OF THE
NJC RELOCATION
DIRECTIVE**

**REVISION PÉRIODIQUE DE
LA DIRECTIVE SUR LA
RÉINSTALLATION DU CNM**

OCTOBER 1, 2008

1^{ER} OCTOBRE 2008

BY THE

PAR LE

RELOCATION COMMITTEE

**COMITÉ SUR LA
RÉINSTALLATION**

NATIONAL JOINT COUNCIL

CONSEIL NATIONAL MIXTE

RELOCATION COMMITTEE

**COMITÉ SUR LA
RÉINSTALLATION**

In accordance with the NJC By-Laws, the undersigned submit this report containing the recommendations expressed during a series of meetings of the Committee.

En application du Règlement du CNM, les soussignés soumettent le présent rapport contenant les recommandations formulées au cours d'une série de réunions du Comité.

CHAIRPERSON / PRÉSIDENTE

Bureau du Conseil privé

Diane Lepage
Privy Council Office

**EMPLOYER SIDE
MEMBERS/MEMBRES DE LA
PARTIE PATRONALE**

Secrétariat du Conseil du Trésor

D. (Ram) Singh
Treasury Board of Canada, Secretariat

Secrétariat du Conseil du Trésor

Maryse Bernier
Treasury Board of Canada, Secretariat

**BARGAINING AGENT SIDE
MEMBERS/MEMBRES DE LA
PARTIE SYNDICALE**

Institut professionnel de la fonction publique
du Canada

Jon Peirce
Professional Institute of the Public Service of
Canada

Association des employés du Conseil de
recherches

Joan Van Den Bergh
Research Council Employees' Association

Défense nationale

Alliance de la fonction publique de Canada

Susan Harrison
National Defence

Brenda Goodman
Public Service Alliance of Canada

Gendarmerie Royale du Canada

Ron Charlebois
Royal Canadian Mounted Police

EXECUTIVE SUMMARY

In September 2006, the Executive Committee mandated the Relocation Committee with the cyclical review of the NJC Integrated Relocation Directive.

The Committee has now completed its review of the Directive and is recommending the revised NJC Relocation Directive (see attached) to the NJC Executive Committee for approval.

Some changes are editorial in nature to facilitate the use and understanding of the Directive: updated reference information, additional definitions, new sequence to enhance clarity and logic.

In addition to the amendments listed under the section entitled "Highlights of changes", some modifications were made to reflect governmental and legal changes since the previous Directive was revised. None of these changes impact the provisions or entitlements of the Directive.

IMPLEMENTATION DATE

The Committee recommends that the revised NJC Relocation Directive come into effect on April 1, 2009.

In the interim, the Executive Committee agreed in June 2008 to implement effective October 1, 2008 the review of section 8.3, which provides a 10% home sale assistance to all represented employees.

SOMMAIRE

En septembre 2006, le Comité exécutif confiait au Comité sur la réinstallation le mandat de faire la révision périodique de la Directive sur la réinstallation intégrée du CNM.

Le Comité a maintenant terminé la révision de la Directive et recommande donc au Comité exécutif du CNM d'approuver la Directive sur la réinstallation du CNM révisée (voir document ci-joint).

Certains changements comprennent des modifications de forme afin de faciliter l'usage et la compréhension de la Directive : mise à jour des informations auxquelles elle réfère, définitions additionnelles, un nouvel enchaînement afin d'améliorer la clarté et la logique.

En plus des modifications indiquées dans la section intitulée « Points saillants », certaines modifications ont été apportées pour tenir compte des modifications législatives et autres apportées par le gouvernement depuis la révision de la directive antérieure. Aucune de ces modifications n'a d'incidence sur les dispositions de la Directive ou sur les droits prévus dans celle-ci.

DATE D'ENTRÉE EN VIGUEUR

Le Comité recommande que la Directive sur la réinstallation révisée entre en vigueur le 1^{er} avril 2009.

Dans l'intervalle, le Comité a reçu en juin 2008 l'autorisation du Comité exécutif d'appliquer à partir du 1^{er} octobre 2008 la modification à la section 8.3 prévoyant une aide à la vente de résidence de 10 % aux employés représentés.

COMMUNICATION STRATEGY

A communication strategy has been developed which includes the release of a communiqué on the implementation of the provision related to the "10% Home Sale Assistance" (section 8.3) in September 2008. An additional communiqué will highlight the main changes to the Directive and will identify potential financial and/or operational impacts to departments arising out of the changes. Both communiqués will be posted on the NJC and TBS Web sites.

The Committee's communication strategy will also include an information session for Departmental Relocation Coordinators at the annual IRP Symposium in January or February 2009 to explain changes with the community and respond to queries. If necessary, additional information sessions may be conducted.

The Committee developed a series of Questions and Answers explaining the changes to be presented during information sessions and posted on the NJC Web site.

The Relocation Directive is anticipated to be posted on the NJC and TBS Websites February 1, 2009. The intent is that early posting will provide the stakeholders an opportunity to review and prepare for operational impacts.

IMPACT OF CHANGES ON OTHER NJC DIRECTIVES

The Committee believes that the changes made to the NJC Relocation Directive will not impact the other NJC directives.

STRATÉGIE DE COMMUNICATION

Une stratégie de communication a été élaborée comportant la publication en septembre 2008 d'un communiqué annonçant l'entrée en vigueur des dispositions sur l'« Aide à la vente de la résidence (10%) » (article 8.3). Un second communiqué soulignera les principaux changements apportés à la directive, ainsi que les conséquences financières et opérationnelles pouvant découler de ces changements. Les communiqués seront affichés sur les sites Web du CNM et du SCT.

La stratégie de communication prévoira également la tenue de séances d'information à l'intention des coordonnateurs ministériels de la réinstallation lors du symposium annuel sur le PRI (en janvier ou février 2009). Ces séances viseront à informer la collectivité des changements et à répondre aux questions. D'autres séances d'information pourront avoir lieu au besoin.

Le Comité a élaboré une série de questions et réponses expliquant les changements; celle-ci sera présentée lors des séances d'information et affichée sur le site Web du CNM.

La Directive sur la réinstallation sera affichée sur les sites Web du CNM et du SCT le 1^{er} février 2009. L'intention est que l'affichage précoce fournira aux intervenants l'opportunité de réviser et se préparer pour les incidences opérationnelles.

CONSÉQUENCES DES CHANGEMENTS SUR LES AUTRES DIRECTIVES DU CNM

Le Comité croit que les changements apportés à la Directive sur la réinstallation du CNM n'auront pas d'incidence sur les autres directives du CNM.

Highlights of Changes

General

Organization

The NJC Integrated Relocation Directive – IRD has been re-named the NJC Relocation Directive.

New definitions have been added and existing ones updated to reflect the current structure of the public service.

Sections XII – Newly Appointed Employees to the Public Service and XIV – Executive Group (EX) and Governor In Council Appointees (GIC) – Relocation Provisions, which were not under the NJC's jurisdiction, were removed from the Directive.

Definition of « Dependant » – The definition has been expanded and now includes « *a person who resides outside the employee's residence and for whom the employee has formally declared a responsibility for assistance and/or support* ». Note: A formal declaration may be either a signed statement by the employee or a legal document.

The Committee expects that this change will have some associated financial cost to departments, but that it will be minimal.

Definition of « Employee-Requested Relocation » – The definition has been changed to reflect the fact that existing employees will be treated, at a minimum, as well as Initial Appointees. Both groups will be reimbursed up to \$5,000 for relocation costs (12.1.2 b), in accordance with the Integrated Initial Appointees Relocation Program (IIARP).

Points saillants

Généralités

Organisation

La Directive sur la réinstallation intégrée du CNM – DRI a été renommée et porte maintenant le nom de Directive sur la réinstallation du CNM.

De nouvelles définitions ont été ajoutées, et les définitions existantes ont été mises à jour pour tenir compte de la structure actuelle de la fonction publique.

N'étant pas sous la compétence du CNM, les **sections XII – Nouveaux employés de la fonction publique et XIV – Groupe de la direction (EX) et personnes nommées par le gouverneur en conseil (GIC) dispositions sur les réinstallations** ont été retirées de la Directive.

Définition de « personne à charge » – La définition a été élargie afin d'inclure « *une personne qui habite à l'extérieur de la résidence de l'employé et à l'égard de laquelle celui-ci a officiellement déclaré qu'il avait une responsabilité en matière d'aide ou de soutien* ». Nota : Par déclaration officielle, on entend soit une déclaration écrite de l'employé, soit un document juridique.

Le Comité s'attend à ce que ces changements entraînent des coûts financiers pour les ministères, mais estime qu'ils seront minimes.

Définition de « réinstallation à la demande de l'employé » – La définition a été modifiée pour tenir compte du fait que les employés actuels seront traités de manière à tout le moins équivalente aux nouveaux employés. Les deux groupes auront droit au remboursement de frais de réinstallation allant jusqu'à 5 000 \$ (12.1.2 b), conformément au Programme de réinstallation intégré pour les nouveaux employés de la fonction publique (PRINEFP).

The Committee expects that this change will have some financial cost to departments, but it will be minimal.

Section II – Administration

Post Authorization – 2.1.1 – This subsection has been made more flexible by allowing, in exceptional circumstances, the Departmental National Coordinator to post authorize relocation expenses incurred up to 30 days prior to the registration of the relocation. Previously, such post authorization could only be provided by the Project Authority at TBS.

Submission of Final Expense Claim – 2.2.2.9 – The time frame during which this expense claim must be submitted has been increased from 30 days to 90 days.

Time limit for receiving relocation reimbursement – 2.13 – The time limit for receiving reimbursement for relocation, starting from the date of registration of the relocation, has been reduced from 2 years to 1 year. As previously, employees may request an extension based on exceptional circumstances. The words “Such request shall not be unreasonably denied” have been added.

The Committee believes that this change will have a positive financial impact for departments, due to the fact that the carry over and/or loss of unused funds into the next year’s budget will be decreased.

Le Comité s’attend à ce que ces changements entraînent des coûts financiers pour les ministères, mais estime qu’ils seront minimales.

Section II – Application

Autorisation a posteriori – 2.1.1 – Ce paragraphe a été rendu plus flexible en permettant au coordonnateur ministériel national d’autoriser, dans des circonstances exceptionnelles, a posteriori les frais de réinstallation engagés jusqu’à 30 jours avant l’inscription aux fins de réinstallation. Auparavant, une telle autorisation a posteriori ne pouvait être donnée que par le chef de projet au SCT.

Présentation d’une demande de remboursement définitive des dépenses – 2.2.2.9 – Le délai à l’intérieur duquel cette demande de remboursement doit être présentée a été prolongé de 30 à 90 jours.

Délai pour le remboursement des frais de réinstallation – 2.13 – Le délai pour le remboursement des frais de réinstallation à compter de la date d’inscription aux fins de réinstallation a été réduit de deux ans à un an. Comme c’était le cas auparavant, les employés peuvent demander une prolongation dans des circonstances exceptionnelles. La mention « Cette demande ne peut être refusée sans motif valable » a été ajoutée.

Le Comité croit que ce changement aura un effet positif au plan financier pour les ministères parce qu’il réduira le report au budget des années suivantes ou la perte des fonds non utilisés.

Section III – Relocation Entitlements

Customized Component – 3.4.1 – The “Homeowner” section of 3.4.1.1 Chart element #1 (Customized Funding Formula) – Real Estate commission has been amended and now includes a maximum reimbursement of the greater of \$1,000 or 35% of the commission up to \$5,250 (applicable taxes excluded).

The Committee believes that the negative financial impact of this change will be negligible, based on the fact that few houses sell below \$50,000.

Section IV – House Hunting Trip (HHT)

Room Reduction Incentive – 4.12 - A new incentive has been added to the Directive which transfers \$50 per night to an employee’s personalized envelope when s/he uses less than his or her hotel room entitlement, based on family size. This incentive applies to all situations when hotel rooms are used (i.e.: House Hunting Trip, Travel to New Location, Temporary Accommodation, and Interim Accommodation).

The committee believes that this provision will be at least cost neutral.

Section III – Réinstallation – Avantages offerts

Composante sur mesure – 3.4.1 – La section « Propriétaires » de l’Élément 1 – Commission immobilière (3.4.1.1) du tableau (Formule de financement – composante sur mesure) a été modifiée et prévoit maintenant un remboursement maximal du plus élevé des deux montants suivants : 1 000 \$ ou 35 % de la commission jusqu’à 5 250 \$ (taxes applicables non comprises).

Le Comité estime que l’effet négatif au plan financier de ce changement sera négligeable étant donné que peu de maisons se vendent à un prix inférieur à 50 000 \$.

Section IV – Voyage à la recherche d’un logement (VRL)

Incitatif concernant la réduction des frais de chambre d’hôtel – 4.12 – Une nouvelle mesure incitative a été ajoutée à la Directive, qui prévoit le transfert de 50 \$ par jour à la composante personnalisée de l’employé lorsque celui-ci utilise moins de chambre d’hôtel que le nombre auquel il a droit, en fonction de la taille de sa famille. Cette mesure incitative s’applique à toutes les situations dans lesquelles des chambres d’hôtel sont utilisées (c.-à-d. : voyage à la recherche d’un logement, voyage vers le nouveau lieu de travail, logement temporaire et hébergement provisoire).

Le Comité estime que, à tout le moins, cette disposition n’entraînera pas de coûts.

Section V – Interim Accommodation, Meals and Miscellaneous Relocation Allowance (IAM&MA)

60-Day Interim Accommodation – Short Notice/Change of Status – 5.6 – A new article has been added to address the needs of employees who must relocate on short notice, or who are already working at the new location (for example, in Travel Status) when relocation notification is received.

The Committee expects that this change will have some minimal financial cost to departments.

Section VI – Travel to the New Location

Special Needs during Travel to the New Location – A new paragraph has been added to the Purpose of Section VI – Travel to the New Location, to allow for a caregiver to travel with the family if necessary. It reads as follows:

“An employee with a special needs dependant may require the assistance of a medical or care attendant during travel to the new location. Costs associated with the attendant’s round trip, including travel, meals and accommodation will be funded through the Customized Envelope. Commercial travel arrangements shall be made through the Government Travel Service.”

The Committee expects that this change will have some minimal financial cost to departments.

Section V – Hébergement provisoire, repas et indemnité pour frais accessoires de réinstallation (HPR et IFA)

Hébergement provisoire de 60 jours – court préavis/changement de situation – 5.6 – Un nouvel article a été ajouté pour répondre aux besoins des employés qui doivent se réinstaller dans un bref délai ou qui se trouvent déjà à leur nouveau lieu de travail (par exemple, en situation de voyage) au moment où ils reçoivent l’avis de réinstallation.

Le Comité s’attend à ce que ce changement entraîne de minimes coûts financiers pour les ministères.

Section VI – Voyage vers le nouveau lieu de travail

Besoins spéciaux durant le voyage vers le nouveau lieu de travail – Un nouveau paragraphe a été ajouté aux fins de la Section VI – Voyage vers le nouveau lieu de travail, visant à permettre à un préposé aux soins de voyager avec la famille, lorsque cela s’avère nécessaire. Il se lit comme suit :

« Un employé qui a à sa charge une personne ayant des besoins spéciaux peut avoir besoin de l’aide d’un préposé aux soins durant le voyage vers le nouveau lieu de travail. Les coûts du voyage aller-retour, y compris les frais de déplacement, de repas et d’hébergement seront financés à partir de l’enveloppe de la composante sur mesure. Les modalités de transport par un fournisseur commercial seront conclues par l’entremise du Service des voyages du gouvernement. »

Le Comité s’attend à ce que ce changement entraîne un impact financier minime pour les ministères.

Section VII – Rental Accommodation

Weekend Travel Home – 7.9 – The title of this section has been changed from « Weekend Travel Home Every Two Weeks while on TDRA » to « *Weekend Travel Home while on TDRA* », to reflect the reality that such travel home can be taken at any time within the entitlement schedule.

This change will have no financial or operational impact, but simply reflects the reality of weekend travel home.

Section VIII – Sale of Home

10% Home Sale Assistance – 8.3 – Effective October 1, 2008, a new entitlement has been added to Section VIII – Sale of Home. Employees may be reimbursed the difference between the appraised value of their home and the actual selling price, if the latter is lower. The maximum reimbursement shall not exceed 10% of the appraised value, or \$15,000, whichever is greater. The appraised and market value are to be determined by a certified appraisal as per the provisions under the IRP contract and the Directive.

The Committee expects that there will be a financial impact on departments associated with this new provision, depending on its uptake. There may also be some administrative impact for the service provider. However, it will foster smoother and speedier moves, and as such will improve operations.

Section VII – Logement loué

Voyage au foyer la fin de semaine – 7.9 – Le titre de cet article a été modifié de « IOTDR - voyage au foyer la fin de semaine, une semaine sur deux » à « *IOTDR - voyage au foyer la fin de semaine* », pour rendre compte du fait que de tels voyages peuvent être réalisés à n'importe quel moment du calendrier autorisé.

Ce changement n'aura aucune incidence financière ou opérationnelle, mais tient simplement compte de la réalité des voyages de fin de semaine au foyer.

Section VIII – Vente de la résidence

Aide à la vente de la résidence (10 %) – 8.3 – Un nouveau droit a été ajouté à la section VIII – Vente de la résidence et entrera en vigueur le 1^{er} octobre 2008. Les employés peuvent se voir rembourser la différence entre la valeur estimative de leur maison et son prix de vente réel, si celui-ci est inférieur à la valeur estimative. Le remboursement maximal ne peut dépasser le plus élevé des deux montants suivants : 10 % de la valeur estimative ou 15 000 \$. La valeur estimative et la valeur marchande doivent être déterminées par un évaluateur professionnel, conformément aux dispositions du PRI et de la Directive.

Le Comité s'attend à ce que cette nouvelle disposition ait une incidence au plan financier pour les ministères, selon l'utilisation qui en sera faite. Il pourrait également y avoir des conséquences au plan administratif pour le fournisseur de service. Cependant, cette nouvelle disposition favorisera des déménagements plus harmonieux et rapides, améliorant ainsi les opérations.

Section IX – Purchase of Replacement Residence

Mortgage Default Insurance (MDI) Premium – 9.17 – The wording of this section has been changed to ensure that an employee will be reimbursed the cost of MDI in one lump sum, whether s/he pays the insurance in one lump sum or in instalments to the bank.

This change will have no financial or operational impact, but simply reflects the reality of MDI reimbursement.

Section IX – Achat d'une nouvelle résidence

Prime d'assurance-prêt hypothécaire – 9.17 – Le libellé de cet article a été modifié afin de s'assurer que l'employé se voit rembourser le coût de l'assurance-prêt hypothécaire en un seul versement, peu importe qu'il ait payé l'assurance à l'institution bancaire en un seul ou en plusieurs versements.

Ce changement n'aura aucune incidence financière ou opérationnelle, mais tient simplement compte de la réalité du remboursement de l'assurance-prêt hypothécaire.

Graham, Don

From: Singh, Ram
Sent: January 30, 2009 9:39 AM
To: Zovatto, Claudia
Subject: Re: First Draft- ML Relocation Directive, April 1, 2009

Sorry I do not agree and this is the first I hear that Sean and Linda are the OPIs. Anyway what do I know.

From: Zovatto, Claudia
To: Singh, Ram; Prescott, Edith
Cc: Hébert, Julie; Stever, Linda; Gagnon, Alain
Sent: Fri Jan 30 09:33:16 2009
Subject: RE: First Draft- ML Relocation Directive, April 1, 2009

No, Linda needs to be referenced as the OPI on the NJC, I believe that on previous documents on any of the Directives we have both the analyst for the Directive in question along with Sean/Linda on the NJC.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur
613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 30, 2009 9:31 AM
To: Zovatto, Claudia; Prescott, Edith
Cc: Hébert, Julie; Stever, Linda; Gagnon, Alain
Subject: Re: First Draft- ML Relocation Directive, April 1, 2009

Is Linda the OPI for relocation? I thought I was? Also Edith just mentioned it was an oversight. We have to be careful that the names there in order to respond to enquiries should there be any - don't forget I may not be around
R

From: Zovatto, Claudia
To: Singh, Ram; Prescott, Edith
Cc: Hébert, Julie; Stever, Linda; Gagnon, Alain
Sent: Fri Jan 30 09:20:34 2009
Subject: RE: First Draft- ML Relocation Directive, April 1, 2009

I believe that the reference to NJC has been dropped and should appear before Linda's name – she needs to be there as the OPI. While she would no doubt appreciate us answering any general NJC questions, I think we will have enough to handle.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 29, 2009 10:59 PM
To: Prescott, Edith
Cc: Hébert, Julie; Stever, Linda; Zovatto, Claudia; Singh, Ram; Gagnon, Alain
Subject: Re: First Draft- ML Relocation Directive, April 1, 2009

This is fine however I point out some areas for u to review and correct if u agree

First par last line has "effect" twice

Under Background first line - I suggest we amend to read as - the Integrated Relocation Program (IRP) instead of directive.

4th line down insert IRP not IRD

Page 2 - missing Web site after Treasury Board Secretariat? It seems hanging there!

Q3 - Alain can provide cost figures based on reports

Seem throughout we r writing directive instead of Directive?

Subject matter experts? Was not aware that Linda Stever was a subject matter expert for relocation, the IRP nd the Directive. Glad to know this so her name can now be provided to respond to enquiries?

This is where I drop of folks.

R

From: Prescott, Edith
To: Singh, Ram
Cc: Hébert, Julie; Stever, Linda; Zovatto, Claudia
Sent: Thu Jan 29 13:54:11 2009
Subject: First Draft- ML Relocation Directive, April 1, 2009
Hi Ram,

Here is a first draft of the media lines and some questions and answers, based on my understanding of the changes made. As you will see, the answers to Q3 and 4 have been formulated tentatively. Please feel free to input any changes you may directly in the text. As soon as we are both satisfied with the product, it will go through approvals. In the meantime, I would appreciate getting your feedback by noon tomorrow, if at all possible. Thanks in advance,

Edith Prescott
 Senior Communications Strategist | Stratège principal en communications
 Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0G5
 Edith.Prescott@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: January 28, 2009 12:36 PM
To: Prescott, Edith
Subject: Re: Relocation Directive, April 1, 2009

Plz send

From: Prescott, Edith
To: Singh, Ram; Zovatto, Claudia
Cc: Stever, Linda; Hébert, Julie
Sent: Wed Jan 28 08:53:50 2009
Subject: RE: Relocation Directive, April 1, 2009
 I have the document I require for now. I am, however, preparing media lines and will need your input fairly rapidly after I seek your comments.

Edith Prescott
 Senior Communications Strategist | Stratège principal en communications
 Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0G5
 Edith.Prescott@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: January 28, 2009 8:43 AM
To: Prescott, Edith; Zovatto, Claudia
Cc: Stever, Linda; Singh, Ram
Subject: RE: Relocation Directive, April 1, 2009
Importance: High

Mrs Prescott what documents do you need from me urgently? I am at a loss. You are in receipt of the document

2011-01-27

000234

from Alai9n that was originally sent to the President for his approval of the Directive and I sent you the document from the NJC that was issued to the executive Council. I am at a sever loss and am dumbfounded to understand what document you are looking for. If you are looking for the Directive then that document was forwarded by me to Mrs Zovatto and Mr Gagnon who have to decide when to release the document and to whom. Please advise because I am very frustrated to understand what more I have to provide to you to satisfy the various management sectors.

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

Ram.Singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prescott, Edith
Sent: January 27, 2009 3:47 PM
To: Zovatto, Claudia; Singh, Ram
Cc: Hébert, Julie; Ennis, Jennifer; Stever, Linda
Subject: FW: Relocation Directive, April 1, 2009

Hi,

Please note the comments from the chief of web services below, which explains why we need the documents as soon as possible from you.

Edith Prescott

Senior Communications Strategist | Stratège principal en communications
Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires

Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Edith.Prescott@tbs-sct.gc.ca

Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: McMahon, William
Sent: January 27, 2009 3:36 PM
To: Prescott, Edith
Cc: Hébert, Julie; Bujold, Luc
Subject: FW: Relocation Directive, April 1, 2009

Edith,

We will not be able to have these document converted to HTML by Feb 1st as there is 150+ pages and many

2011-01-27

000235

tables that need to be worked on to improve their accessibility. 3 working days is not sufficient time to do necessary work on these documents. Based on the current projects that are underway (DPRs, RPPs, MAF Assessments, couple of Annual Reports, CIOB & OCG updates and we will need roughly 2 weeks to convert these document.

We understand that there will be the requirement to update or add many documents from LRCO & NJC over the next month therefore we need to prioritize the updates and allow that sufficient time is provided to ensure that the documents meets CLF 2.0 standards

On another note, the Relocation Directive is in the new Policy Management Database (PMD) and we are experiencing some technical issues with maintaining two versions of the same policy instrument in the PMD. Currently when we add a new policy instrument into the PMD that replaces a current policy instrument in the PMD a new resource id is created which in turn creates a new URL. Therefore the April 1, 2008 & April 1, 2009 versions would have different URLs which would result in numerous broken links on the TBS site and all other departmental sites linking to the Relocation Directive.

If there is a requirement to circulate these document at this time I would suggest that it be circulated by email.

William (BJ) McMahon
 Chief, Web Services | Chef, Services Web
 Corporate Communications | Communications ministérielles
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 William.McMahon@tbs-sct.gc.ca
 Telephone | Téléphone 613-946-6202 / Facsimile | Télécopieur 613-998-9071 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Prescott, Edith
Sent: January 27, 2009 2:29 PM
To: TBS Web SCT
Cc: Bujold, Luc; Hébert, Julie
Subject: FW: Relocation Directive, April 1, 2009

Hi,

Could you please prepare the following document on the development server. This updated directive will replace the current one and should be up by February 1. Once this is done, we will post it on the relocation page as follows, before archiving the older directive later in April:

(<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/menu-reloc-reinst-eng.asp>)

- [Departmental National Coordinators](#)
- [NJC Integrated Relocation Directive \(new! In effect as of April 1, 2009\)](#)
- [NJC Integrated Relocation Directive \(in effect until March 31, 2009\)](#)
 - [Home Sale Assistance \(10%\), October 1, 2008](#)
 - [Policy Interpretation Notice - Integrated Relocation Program \(IRP\) - 2003](#)
 - [IRP Training 2005 Service Contract - Presentation](#)
 - [Integrated Relocation Program - Frequently Asked Questions](#)
 - [Provision of relocation services to the Federal Public Service, the RCMP and the Canadian Forces](#)
 - [Integrated Relocation \(Pilot\) Program - RCMP and GOC](#)

(Effective April 1, 2002 to March 31, 2003)

- Policy Clarification (IRP) - April 1, 2002
- Comparison of Relocation Entitlements
- A Condensed User's Guide to the Integrated Relocation Pilot Program
- Reimbursement for Long Term Storage of Appliances
- Interchange Canada
- (...)

<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/menu-reloc-reinst-fra.asp>

- Coordonnateurs Ministériel National
- Directive sur la réinstallation intégrée du CNM (nouveau ! en vigueur à partir du 1^{er} avril 2009)
- Directive sur la réinstallation intégrée du CNM (en vigueur jusqu'au 31 mars 2009)
 - Aide à la vente de la résidence (10%), le 1^{er} octobre 2008
 - Avis relatif aux politiques - Programme de réinstallation intégré (PRI) - 2003
 - PRI Formation 2005 - Présentation
 - Programme de réinstallation intégré - Foire aux questions
 - Services de réinstallation pour la fonction publique fédérale, la GRC et les Forces canadiennes
 - Programme de réinstallation intégré - Pilote - GRC et Gouvernement du Canada (en vigueur du 1er avril 2002 au 31 mars 2003)
 - Programme pilote de réinstallation intégré - Précisions sur la politique - 1 avril 2002
 - Comparaison des dispositions relatives à la réinstallation
 - Programme pilote de réinstallation intégré Guide condensé de l'utilisateur
 - Remboursement pour l'entreposage à long terme des appareils électroménagers
- Échanges Canada
- (...)

Thanks in advance. Do not hesitate to contact me if you have any questions.

Edith Prescott

Senior Communications Strategist | Stratège principal en communications

Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires

Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Edith.Prescott@tbs-sct.gc.ca

Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Stever, Linda
Sent: January 27, 2009 2:02 PM
To: Prescott, Edith
Cc: Zovatto, Claudia; Singh, Ram
Subject: Relocation Directive, April 1, 2009

Bonjour Edith,

I understand that Ram has not yet forwarded the document below to you (containing a new Table of contents). In view of the urgency of getting the Directive posted, I am forwarding this directly to you. Many thanks.

Linda Stever

2011-01-27

000237

Acting Director, Union Consultation Portfolio | Directeur int. portefeuille consultation syndicale
Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Linda.Stever@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2977 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada

From: Bouwhuis, Matilda: NJC [mailto:Matilda.Bouwhuis@njc-cnm.gc.ca]
Sent: January 22, 2009 10:57 AM
To: Singh, Ram; Bernier, Maryse
Cc: Stever, Linda; Sanford, Laura
Subject: Relocation Directive, April 1, 2009

New attachment for the Table of Contents -- the original message/document was password protected.
The other two attachments in the original message are fine.

Good morning:

Enclosed is the updated Relocation Directive which has been approved by the NJC Executive Committee and is ready for posting on the TBS website. The effective date is April 1, 2009.

Please advise us when it is online so that we may link to it from the NJC website.

Thanks.

Matilda Bouwhuis
Office & Systems Administrator / Agente en bureautique
National Joint Council / Conseil national mixte
PO Box 1525 Station B / C.P. 1525, Succursale B
Ottawa, ON K1P 5V2
Tel. (613) 991-1808 Fax/télécopieur: (613) 990-7071

Note: It is absolutely key that the attached version provided by the NJC is not modified as this document constitutes a contract between the employer and bargaining agent sides.

Graham, Don

From: Singh, Ram
Sent: January 30, 2009 10:32 AM
To: Zovatto, Claudia
Subject:

R

From: Blanchard, Isabel
To: Singh, Ram
Sent: Fri Jan 30 10:12:44 2009
Subject:

Hi Ram,

Regards,

Isabel

Isabel Blanchard
Counsel | Avocate
Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du
Conseil du Trésor
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Department of Justice / Ministère de la Justice
Ottawa, Canada K1A 0R5
Isabel.Blanchard@tbs-sct.gc.ca
Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 /
Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

-----Original Message-----
From: Simpson, Karyn
Sent: 30 janvier 2009 09:49
To: Blanchard, Isabel
Subject:

FYI -

Karyn Simpson

2011-01-27

000239

Legal Assistant | Adjointe juridique
Departmental Support | Soutien ministériel
Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du
Conseil du Trésor | Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada | Ottawa, ON K1A 0R5 | Karyn.Simpson@tbs-sct.gc.ca | Telephone
| Téléphone 613-952-3386 / Facsimile | Télécopieur 613-954-5806 Teletypewriter
| Télécopieur 613-957-9090 | Government of Canada
Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: Friday, January 30, 2009 9:41 AM
To: Simpson, Karyn
Cc: Singh, Ram
Subject:

Thanks

standards
R

----- Original Message -----

From: Simpson, Karyn
To: Singh, Ram
Cc: Blanchard, Isabel; Zovatto, Claudia
Sent: Fri Jan 30 09:28:53 2009
Subject:

Perfect. I will pass it on that you will be attending.

Karyn Simpson
Legal Assistant | Adjointe juridique
Departmental Support | Soutien ministériel
Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du
Conseil du Trésor | Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada | Ottawa, ON K1A 0R5 | Karyn.Simpson@tbs-sct.gc.ca | Telephone
| Téléphone 613-952-3386 / Facsimile | Télécopieur 613-954-5806 Teletypewriter
| Télécopieur 613-957-9090 | Government of Canada
Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: Friday, January 30, 2009 9:07 AM
To: Simpson, Karyn
Subject: Hi

Havin probs replyin to meeting message
Will be there
R

2011-01-27

000240

Graham, Don

From: Singh, Ram
Sent: January 30, 2009 2:20 PM
To: Zovatto, Claudia
Subject: Re: Second Draft- ML Relocation Directive, April 1, 2009

C u said that in yopur message to edith that ios y I was asking

From: Zovatto, Claudia
To: Singh, Ram
Sent: Fri Jan 30 13:50:08 2009
Subject: RE: Second Draft- ML Relocation Directive, April 1, 2009

? when did you cease to be the OPI? I am unaware that your title or job has changed (other than your primary duty right now is learning French).

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 30, 2009 1:41 PM
To: Zovatto, Claudia
Subject: Re: Second Draft- ML Relocation Directive, April 1, 2009

Thbanks I think it is better
By the way I did confirm that both sharron nd jo anne r oPIs except for me!

Will sdernd draft of my symp material later for u to look at ust in case
R

From: Zovatto, Claudia
To: Singh, Ram; Prescott, Edith
Cc: Hébert, Julie; Stever, Linda; Gagnon, Alain
Sent: Fri Jan 30 12:46:53 2009
Subject: RE: Second Draft- ML Relocation Directive, April 1, 2009
I suggest the following to remove any confusion on the part of people in the President's Office

Subject Matter Expert(s):

- Relocation - Ram Singh, Policy Senior Financial and Business Systems Analyst & Project Authority Integrated Relocation Program, Labour Relations and Compensations Operations, (613) 957-9139;
- NJC - Linda Stever, A/Director, Corporate Liaison and Strategic Management, Labour Relations and Compensations Operations, (613) 941-5381

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram

Sent: January 30, 2009 12:05 PM

To: Prescott, Edith

Cc: Hébert, Julie; Stever, Linda; Zovatto, Claudia; Gagnon, Alain; Singh, Ram

Subject: Re: Second Draft- ML Relocation Directive, April 1, 2009

Edith this looks fine but I am in disagreement with the subject matter experts. I want the record to reflect this. As the subject matter experts I fully expect the individuals so identified to respond to queries. I also understand that I am not the OPI for Relocation so I also expect the queries to go to the OPI since I am just a simple analyst.

On the IRP name please double check with the OPI. I am certain I was wrong in the first instance because after all

Respectfully

D Ram Singh
Analyst (TBS)

From: Prescott, Edith

To: Singh, Ram

Cc: Hébert, Julie; Stever, Linda; Zovatto, Claudia; Gagnon, Alain

Sent: Fri Jan 30 11:34:13 2009

Subject: Second Draft- ML Relocation Directive, April 1, 2009

Here is the updated version:

The typos were corrected, but more substantially, I have reworked the responses to questions 2 and 3 - please look at the sections highlighted in yellow.

Also, you've suggested using the acronym IRP but the subtlety will not be well understood by people outside LRCO, such as the President's Office communications director who approves these lines. I've left it as is.

I have also left Linda's name as the NJC reference, as requested by Claudia. In any case, this is an internal document to TBS only and those who may have questions will/should address them to me. I am will liaise with

2011-01-27

000242

you, in the sector.

If you are fine with the document, please let me know and I will submit it for approval so that once the directive has been converted for web publications, we can post the directive.

Edith Prescott
Senior Communications Strategist | Stratège principal en communications
Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5
Edith.Prescott@tbs-sct.gc.ca
Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: January 29, 2009 10:59 PM
To: Prescott, Edith
Cc: Hébert, Julie; Stever, Linda; Zovatto, Claudia; Singh, Ram; Gagnon, Alain
Subject: Re: First Draft- ML Relocation Directive, April 1, 2009

This is fine however I point out some areas for u to review and correct if u agree

First par last line has "effect" twice

Under Background first line - I suggest we amend to read as - the Integrated Relocation Program (IRP) instead of directive.

4th line down insert IRP not IRD

Page 2 - missing Web site after Treasury Board Secretariat? It seems hanging there!

Q3 - Alain can provide cost figures based on reports

Seem throughout we r writing directive instead of Directive?

Subject matter experts? Was not aware that Linda Stever was a subject matter expert for relocation, the IRP nd the Directive. Glad to know this so her name can now be provided to respond to enquiries?

This is where I drop of folks.
R

From: Prescott, Edith
To: Singh, Ram
Cc: Hébert, Julie; Stever, Linda; Zovatto, Claudia
Sent: Thu Jan 29 13:54:11 2009
Subject: First Draft- ML Relocation Directive, April 1, 2009
Hi Ram,

Here is a first draft of the media lines and some questions and answers, based on my understanding of the

2011-01-27

000243

changes made. As you will see, the answers to Q3 and 4 have been formulated tentatively. Please feel free to input any changes you may directly in the text. As soon as we are both satisfied with the product, it will go through approvals. In the meantime, I would appreciate getting your feedback by noon tomorrow, if at all possible. Thanks in advance,

Edith Prescott
 Senior Communications Strategist | Stratège principal en communications
 Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0G5
 Edith.Prescott@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: January 28, 2009 12:36 PM
To: Prescott, Edith
Subject: Re: Relocation Directive, April 1, 2009

Plz send

From: Prescott, Edith
To: Singh, Ram; Zovatto, Claudia
Cc: Stever, Linda; Hébert, Julie
Sent: Wed Jan 28 08:53:50 2009
Subject: RE: Relocation Directive, April 1, 2009
 I have the document I require for now. I am, however, preparing media lines and will need your input fairly rapidly after I seek your comments.

Edith Prescott
 Senior Communications Strategist | Stratège principal en communications
 Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0G5
 Edith.Prescott@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: January 28, 2009 8:43 AM
To: Prescott, Edith; Zovatto, Claudia
Cc: Stever, Linda; Singh, Ram

2011-01-27

000244

Subject: RE: Relocation Directive, April 1, 2009

Importance: High

Mrs Prescott what documents do you need from me urgently? I am at a loss. You are in receipt of the document from Alai9n that was originally sent to the President for his approval of the Directive and I sent you the document from the NJC that was issued to the executive Council. I am at a sever loss and am dumbfounded to understand what document you are looking for. If you are looking for the Directive then that document was forwarded by me to Mrs Zovatto and Mr Gagnon who have to decide when to release the document and to whom. Please advise because I am very frustrated to understand what more I have to provide to you to satisfy the various management sectors.

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Pelocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation inteégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Ram.Singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prescott, Edith

Sent: January 27, 2009 3:47 PM

To: Zovatto, Claudia; Singh, Ram

Cc: Hébert, Julie; Ennis, Jennifer; Stever, Linda

Subject: FW: Relocation Directive, April 1, 2009

Hi,

Please note the comments from the chief of web services below, which explains why we need the documents as soon as possible from you.

Edith Prescott

Senior Communications Strategist | Stratège principal en communications

Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires

Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Edith.Prescott@tbs-sct.gc.ca

Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: McMahon, William

Sent: January 27, 2009 3:36 PM

To: Prescott, Edith

Cc: Hébert, Julie; Bujold, Luc

Subject: FW: Relocation Directive, April 1, 2009

2011-01-27

000245

Edith,

We will not be able to have these document converted to HTML by Feb 1st as there is 150+ pages and many tables that need to be worked on to improve their accessibility. 3 working days is not sufficient time to do necessary work on these documents. Based on the current projects that are underway (DPRs, RPPs, MAF Assessments, couple of Annual Reports, CIOB & OCG updates and we will need roughly 2 weeks to convert these document.

We understand that there will the requirement to update or add many documents from LRCO & NJC over the next month therefore we need to prioritize the updates and allow that sufficient time is provided to ensure that the documents meets CLF 2.0 standards

On another note, the Relocation Directive is in the new Policy Management Database (PMD) and we are experiencing some technical issues with maintaining two versions of the same policy instrument in the PMD. Currently when we add a new policy instrument into the PMD that replaces a current policy instrument in the PMD a new resource id is created which in turn creates a new URL. Therefore the April 1, 2008 & April 1, 2009 versions would have different URLs which would result in numerous broken links on the TBS site and all other departmental sites linking to the Relocation Directive.

If there is a requirement to circulate these document at this time I would suggest that it be circulated by email.

William (BJ) McMahon
 Chief, Web Services | Chef, Services Web
 Corporate Communications | Communications ministérielles
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 William.McMahon@tbs-sct.gc.ca
 Telephone | Téléphone 613-946-6202 / Facsimile | Télécopieur 613-998-9071 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Prescott, Edith
Sent: January 27, 2009 2:29 PM
To: TBS Web SCT
Cc: Bujold, Luc; Hébert, Julie
Subject: FW: Relocation Directive, April 1, 2009

Hi,

Could you please prepare the following document on the development server. This updated directive will replace the current one and should be up by February 1. Once this is done, we will post it on the relocation page as follows, before archiving the older directive later in April:

(<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/menu-reloc-reinst-eng.asp>)

- [Departmental National Coordinators](#)
- [NJC Integrated Relocation Directive](#) (new! In effect as of April 1, 2009)
- [NJC Integrated Relocation Directive](#) (in effect until March 31, 2009)
 - [Home Sale Assistance \(10%\), October 1, 2008](#)
 - [Policy Interpretation Notice - Integrated Relocation Program \(IRP\) - 2003](#)
 - [IRP Training 2005 Service Contract - Presentation](#)

2011-01-27

000246

- [Integrated Relocation Program - Frequently Asked Questions](#)
- [Provision of relocation services to the Federal Public Service, the RCMP and the Canadian Forces](#)
- [Integrated Relocation \(Pilot\) Program - RCMP and GOC \(Effective April 1, 2002 to March 31, 2003\)](#)
- [Policy Clarification \(IRP\) - April 1, 2002](#)
- [Comparison of Relocation Entitlements](#)
- [A Condensed User's Guide to the Integrated Relocation Pilot Program](#)
- [Reimbursement for Long Term Storage of Appliances](#)
- [Interchange Canada](#)
- (...)

<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/menu-reloc-reinst-fra.asp>

- [Coordonnateurs Ministériel National](#)
- [Directive sur la réinstallation intégrée du CNM \(nouveau ! en vigueur à partir du 1^{er} avril 2009\)](#)
- [Directive sur la réinstallation intégrée du CNM \(en vigueur jusqu'au 31 mars 2009\)](#)
 - [Aide à la vente de la résidence \(10%\), le 1^{er} octobre 2008](#)
 - [Avis relatif aux politiques - Programme de réinstallation intégré \(PRI\) - 2003](#)
 - [PRI Formation 2005 - Présentation](#)
 - [Programme de réinstallation intégré - Foire aux questions](#)
 - [Services de réinstallation pour la fonction publique fédérale, la GRC et les Forces canadiennes](#)
 - [Programme de réinstallation intégré - Pilote - GRC et Gouvernement du Canada \(en vigueur du 1^{er} avril 2002 au 31 mars 2003\)](#)
 - [Programme pilote de réinstallation intégré - Précisions sur la politique - 1 avril 2002](#)
 - [Comparaison des dispositions relatives à la réinstallation](#)
 - [Programme pilote de réinstallation intégré Guide condensé de l'utilisateur](#)
 - [Remboursement pour l'entreposage à long terme des appareils électroménagers](#)
- [Échanges Canada](#)
- (...)

Thanks in advance. Do not hesitate to contact me if you have any questions.

Edith Prescott

Senior Communications Strategist | Stratège principal en communications

Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires

Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Edith.Prescott@tbs-sct.gc.ca

Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Stever, Linda
Sent: January 27, 2009 2:02 PM
To: Prescott, Edith
Cc: Zovatto, Claudia; Singh, Ram
Subject: Relocation Directive, April 1, 2009

Bonjour Edith,

I understand that Ram has not yet forwarded the document below to you (containing a new Table of contents). In

2011-01-27

000247

view of the urgency of getting the Directive posted, I am forwarding this directly to you. Many thanks.

Linda Stever

Acting Director, Union Consultation Portfolio | Directeur int. portefeuille consultation syndicale

Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Linda.Stever@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2977 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Bouwhuis, Matilda: NJC [mailto:Matilda.Bouwhuis@njc-cnm.gc.ca]

Sent: January 22, 2009 10:57 AM

To: Singh, Ram; Bernier, Maryse

Cc: Stever, Linda; Sanford, Laura

Subject: Relocation Directive, April 1, 2009

New attachment for the Table of Contents -- the original message/document was password protected.
The other two attachments in the original message are fine.

Good morning:

Enclosed is the updated Relocation Directive which has been approved by the NJC Executive Committee and is ready for posting on the TBS website. The effective date is April 1, 2009.

Please advise us when it is online so that we may link to it from the NJC website.

Thanks.

Matilda Bouwhuis

Office & Systems Administrator / Agente en bureautique

National Joint Council / Conseil national mixte

PO Box 1525 Station B / C.P. 1525, Succursale B

Ottawa, ON K1P 5V2

Tel. (613) 991-1808 Fax/télécopieur: (613) 990-7071

Note: It is absolutely key that the attached version provided by the NJC is not modified as this document constitutes a contract between the employer and bargaining agent sides.

Singh, Ram

From: Gagnon, Alain
Sent: February 3, 2009 8:23 AM
To: Zovatto, Claudia; Singh, Ram
Subject: Re:

Yes that has in fact been done and the information passed to potential bidders (from RFI) and put on merx by PW

A. Gagnon. (Sent from Blackberry)

From: Zovatto, Claudia
To: Singh, Ram
Cc: Gagnon, Alain
Sent: Mon Feb 02 16:02:49 2009
Subject: Re:

I understand that PW will distribute a version and Alain was following up to ensure all understand that is an advance copy

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

From: Singh, Ram
To: Zovatto, Claudia
Cc: Gagnon, Alain
Sent: Mon Feb 02 15:56:36 2009
Subject: Re:

Thanks
Actually I will speak only on the changes but most definitely we will say this and that is why I have not submitted my material to rLRs. They will do it same time with our employees
R

From: Zovatto, Claudia
To: Singh, Ram
Cc: Gagnon, Alain
Sent: Mon Feb 02 15:16:04 2009
Subject:

Ram,

Given that it may take a bit of time until the Directive is posted, I would like you to preface your comments at the Symposium by stating that this is an

Advance Copy – with the official copy to be posted on the TBS website in the next couple of weeks. I have discussed also with Alain to ensure it is characterized as such on the Merx posting as well.

thanks

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

~~Claudia.Zovatto@tbs-sct.gc.ca~~

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

Government of Canada | Gouvernement du Canada

Singh, Ram

From: Bill Troupe [Bill.Troupe@tpsgc-pwgsc.gc.ca]
Sent: February 3, 2009 1:17 PM
To: Mary Eng; Scharfe, Kim; dian.hardiman@cra-arc.gc.ca; Michel Bonin; Eliane Savard
Cc: Tamara Chamberlain; Gary Cooper; Scott Leslie; Singh, Ram; ERIC.KAHLER@forces.gc.ca; France McDougall; Linda Sellers; Gagnon, Alain; Todd.Lamb@rcmp-grc.gc.ca; Elizabeth Duhaime
Subject: Integrated Relocation Program - CPP/EI Remittances by RLRS

Good Day All,

~~Just a short update on the status of our efforts to obtain a refund of the Employers portion of CPP/EI remittances made to CRA by RLRS.~~

1. We have received the core data from RLRS pertaining to the transferees against which the employer's portion of the CPP/EI premiums were paid to CRA by both RLRS and the GOC.
2. This data has been provided to the PWGSC Compensation Directorate, who is responsible for producing the vast majority of GOC paycheques. The data spreadsheets will be supplemented with GOC data and passed to CRA for their processing, along with the required CRA form PD24.
3. Once this data is provided to CRA for processing, based on the law of averages, I am quite certain that there will be some data refinement to do with one or both of the data providers (no reflection on our data providers, simply ~17,000 records x up to 25 fields/record x 5 years worth of data). We will do our best to make this as painless as possible for all concerned.
4. Following the completion of these steps, it my hope that we will be able to get together with CRA to reconcile accounts (remittances to CRA versus refunds to RLRS versus refunds due to the various GOC Departments/Agencies), and facilitate the appropriate refunds to the GOC.
5. Once the above tasks are complete, there remain two further matters to resolve:
 - A. How to approach the 2009 Tax year CPP/EI remittances that must be provided to CRA by RLRS; and
 - B. How to orchestrate this process for the next IRP contracts.
6. I propose that we wait on the two steps noted in #5 above, until we have a better appreciation as to our success in resolving the historical issues.

Should any of the stakeholders require additional information regarding the above, I encourage you to contact me at the coordinates below.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

2010-11-22

000251

Singh, Ram

From: Bill Troupe [Bill.Troupe@tpsgc-pwgsc.gc.ca]
Sent: February 3, 2009 3:25 PM
To: Singh, Ram
Cc: Tamara Chamberlain; Zovatto, Claudia; Scott Leslie
Subject: RE: Integrated Relocation Program - CPP/EI Remittances by RLRS

Great! Thanks Ram.

Bill Troupe

Mgr IRP/ Gestionnaire PRI
SPID STAMS / DISA SGAST
Tel / Tél: 819-956-0972
Cell / Tél: 613-889-8997

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, February 03, 2009 3:24 PM
To: Bill Troupe
Cc: Tamara Chamberlain; Ram.Singh@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca
Subject: RE: Integrated Relocation Program - CPP/EI Remittances by RLRS
Importance: High

Thanks Bill. I don't think it is necessary but I brought it up just in case you wanted to consider it. I will of course as we discussed a few times, advise all at the outset that there will be no discussion on the tendering process and I will ask that no one identify themselves as being part of any committees – I did this before and will enforce it.

Regards
R

Ram Singh

Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Ram.Singh@tbs-sct.gc.ca
Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Bill Troupe [mailto:Bill.Troupe@tpsgc-pwgsc.gc.ca]
Sent: February 3, 2009 1:38 PM

To: Singh, Ram
Cc: Tamara Chamberlain
Subject: RE: Integrated Relocation Program - CPP/EI Remittances by RLRS

Thanks for your email Ram,

As this process is being monitored on several levels and given that we have taken measures to restrict attendance and involvement in the symposium, I do not believe that this will be required. As you are aware, this is a normal and usual activity under the contract and we must continue to do normal and usual business with RLRS.

Certainly, the Client Departments who are paying for a portion of the Fairness Monitor, would appreciate if we were to focus his efforts on the highest risk areas of the process. We have only budgeted for so many hours and there will be a great deal more that the FM will be required to do (e.g. reviewing the SOR, Evaluation Criteria, attending the Bid Evaluations, etc).

If you management feels strongly that this is necessary and appropriate, they can make representation to the members of the DG Management Board to cover any over expenditure that may result from attendance at the symposium. If this should occur, we will of course book the FM for this event.

Thanks again for your email.

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, February 03, 2009 1:19 PM
To: Bill Troupe
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: RE: Integrated Relocation Program - CPP/EI Remittances by RLRS
Importance: High

Thanks

Do you think maybe we should have the Fairness Monitor attend the sessions Thursday and Friday. He can be in attendance incognito and no one needs to know who he is. He can be with me and I will not introduce him to anyone.

Ram Singh
Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program | Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Ram.Singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Graham, Don

From: Singh, Ram
Sent: February 9, 2009 9:53 AM
To: Zovatto, Claudia
Cc: Gagnon, Alain; Prescott, Edith; Stever, Linda; Ross, Sean; Singh, Ram
Subject: Re: IRP

Thanks claudia. I know this and I explained it at the recent symp. However I am asking a simple question in-house especially since we give these answers in e-mails etc. I am trying to point out that maybe we are doing something wrong now that we have NEW PROTOCOLS. Some times I wonder why I even bother!

Ram

----- Original Message -----

From: Zovatto, Claudia
To: Singh, Ram
Cc: Gagnon, Alain; Prescott, Edith; Stever, Linda; Ross, Sean
Sent: Mon Feb 09 09:40:04 2009
Subject: RE: IRP

Ram,
TBS has established protocols for web postings that involve a variety of sign-offs. In addition for NJC items, as they are jointly co-developed and training post cyclical reviews are given jointly, so are the communications products. This is true for all the Directives. It is unfortunately an extra layer of approvals, but it is all within the spirit and intent of the NJC.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: February 9, 2009 9:25 AM
To: Prescott, Edith; Ross, Sean; Stever, Linda
Cc: Singh, Ram; Zovatto, Claudia; Gagnon, Alain
Subject: IRP

Hi!
I just want to clarify something please and get some direction here - as the OPI for the iRP I have to respond to departmental/employee queries and provide answers (policy interpretation). This is fine

However if we are to publis those questions and responses on the WEB we have to go to the NJC Relo Committee then exec and possibly the pres? Why can't we be able to put together a FAQ document with the answers and have it on the IRP WEB page at RLRS, our WEB site and the NJC's?

Please advise
Thank u

R

Singh, Ram

From: Singh, Ram
Sent: February 9, 2009 9:55 AM
To: Gagnon, Alain
Cc: Zovatto, Claudia; Singh, Ram

Al erik sent me a copy of the SOR to recview and I've some feed back. Can u plz print it and seal in an envelope for me. Also I need for u to review and then I will send u my feed-back nd u can liaise w them

Regards
R

Graham, Don

From: Singh, Ram
Sent: February 11, 2009 11:01 AM
To: Gagnon, Alain; 'esavard@royalpage2.com'
Cc: Singh, Ram
Subject: Re: Présentation de la nouvelle DRI

Thanks Alain

~~As I mentioned at the symposium, the material is not for general distribution and cannot be circulated. It was provided simply for the need to know basis at the symposium. Once we have been fully authorized I will provide a full disclosure.~~

Thank you
D Ram Singh

From: Gagnon, Alain
To: 'Eliane Savard'
Cc: Singh, Ram
Sent: Wed Feb 11 10:11:39 2009
Subject: RE: Présentation de la nouvelle DRI

Hello Éliane,

I'm not certain I would feel comfortable in accommodating this request, as Ram, the Program Authority sat with the NJC to negotiate all new provisions, and I only saw the final product a few days before you did. Therefore, I believe we should wait until Ram is able to also attend, and to conduct this review at our offices.

Thanks,

Alain

Alain Gagnon

Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Alain.Gagnon@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

2011-01-27

000257

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Eliane Savard [mailto:esavard@royallepage2.com]

Sent: February 11, 2009 9:43 AM

To: Gagnon, Alain

Subject: Re: Présentation de la nouvelle DRI

Je n'ai rien reçu de Ram à part ses présentations au Symposium.

Nous préparons cependant un document à l'interne, que je peux certainement le partager avec toi quand il sera prêt.

Parlant de la Directive, j'aimerais bien organiser un meeting similaire à ceux du CF et de la GRC, pour nous assurer qu'on comprends bien l'intention et la portée de la 2009. Est-ce que tu serais disponible le jeudi 19 février, à 13:00, après le meeting avec le CF?

Merci!
Eliane

>>> <Alain.Gagnon@tbs-sct.gc.ca> 11/02/2009 9:26 am >>>

Éliane,

Est-ce qu'on a un document avec les changements de la nouvelle NJC IRD ? J'ai beaucoup de demande pour une copie, mais j'ai juste les slides de Ram, et surtout celles qu'il a traduit lui-même..... hahah.....ou je devrais possiblement leur refiler la nouvelle directive.

Alain Gagnon

Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Alain.Gagnon@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur

Graham, Don

From: Singh, Ram
Sent: February 11, 2009 11:03 AM
To: Gagnon, Alain; 'esavard@royalpage2.com'
Cc: Zovatto, Claudia
Subject: Re: Documents finals - 2009

We provided everything as draft and until and unless authorized by PW nothing can be published

From: Gagnon, Alain
To: 'Eliane Savard' ; Singh, Ram
Sent: Wed Feb 11 10:18:24 2009
Subject: RE: Documents finals - 2009

I have no such document available with tracking of changes. Ram would be in a better position to answer this.

Ram,

Further to the above comment, can we provide the A-IAIRP and the old section 14 for them to publish?

Alain Gagnon

Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Alain.Gagnon@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Eliane Savard [mailto:esavard@royalpage2.com]
Sent: February 11, 2009 10:11 AM
To: Gagnon, Alain
Subject: Documents finals - 2009

Bonjour Alain,

Afin de s'assurer qu'on ne manque aucun changement lors de l'implantation de la nouvelle Directive, pourrais-tu nous fournir le document démontrant tous les changements apportés (avec track changes) ?

Aussi, nous désirons procéder à l'impression des documents, soit la Directive, les IA et les EX. Avez-vous une couverture en particulier que vous désirez pour l'impression et peux-tu nous fournir les documents finals?

Merci,
Eliane

Eliane Savard
National Manager, Client Services
Royal LePage Relocation Services
Government Services
100 Sparks Street, Suite 801
Ottawa, Ontario K1P 5B7
Tel: (613) 236-1682
Fax: (613) 236-8231
esavard@royalpage2.com
www.irp-pri.com

Eliane Savard
Gestionnaire nationale, Service Clients
Services de relogement Royal LePage
Services gouvernementaux
100 rue Sparks, bureau 801
Ottawa, Ontario K1P 5B7
Tél. (613) 236-1682
Télééc. (613) 236-8231
esavard@royalpage2.com
www.irp-pri.com

Graham, Don

From: Singh, Ram
Sent: February 18, 2009 12:32 PM
To: Zovatto, Claudia
Subject: Re: CF IRP article 5.07 Meal entitlement

Thanks it is there but I still get them which I fwd up to alain

Hope the two guyr r better
Tk kr
R

----- Original Message -----

From: Zovatto, Claudia
To: Singh, Ram
Sent: Wed Feb 18 12:25:49 2009
Subject: RE: CF IRP article 5.07 Meal entitlement

Ram,
Thanks for this - I guess you need to put your out of office message back so that you are not distracted from your lessons (although I understand that may sometimes be welcomed).

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: February 18, 2009 10:58 AM
To: 'SUZANNE.LEVEILLE@forces.gc.ca'
Cc: 'Diane.Mensah@forces.gc.ca'; 'PETER.KETCHESON@forces.gc.ca';
'LESLIE.JONES@forces.gc.ca'; Gagnon, Alain; Singh, Ram
Subject: Re: CF IRP article 5.07 Meal entitlement

----- Original Message -----

From: SUZANNE.LEVEILLE@forces.gc.ca <SUZANNE.LEVEILLE@forces.gc.ca>
To: Singh, Ram
Cc: Diane.Mensah@forces.gc.ca <Diane.Mensah@forces.gc.ca>; PETER.KETCHESON@forces.gc.ca
<PETER.KETCHESON@forces.gc.ca>; LESLIE.JONES@forces.gc.ca <LESLIE.JONES@forces.gc.ca>;
Gagnon, Alain
Sent: Wed Feb 18 10:51:28 2009
Subject: RE: CF IRP article 5.07 Meal entitlement

Good morning Sir,

The rate of reimbursement intended is at 65% of the daily meal rate. We will ensure this is clear.

DCBA has decided not to go forward with proposal to eliminate of the requirement to secure accommodations with cooking facilities as there is some uncertainty about whether this amendment will adversely affect the cost move budget. We will continue to discuss

internally.

Thank you.

Suzanne Leveille

M.L.S. Leveille

>WO | adj

>DCBA 2-3 | DRASA 2-3

Director General Compensation and Benefits | Directeur Général Remunération et avantages sociaux
Chief of Military Personnel | Chef du personnel militaire

>National Defence | Défense nationale

>Ottawa, Canada K1A 0K2

>SUZANNE.LEVEILLE@forces.gc.ca

>Telephone | Téléphone 613-992-6141

>Facsimile | Télécopieur 613-992-3220

>Teletypewriter (National Defence) | Téléimprimeur (Défense nationale)

>1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Wednesday, 18, February, 2009 08:53 AM

To: Leveille WO MLS@CMP DCBA@Ottawa-Hull

Cc: Mensah Capt DMJ@CMP DCBA@Ottawa-Hull; Ketcheson MWO P@CMP DGCB@Ottawa-Hull; JONES

LCol LSC@CMP DCBA@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca

Subject: Re: CF IRP article 5.07 Meal entitlement

At what rate will this be reimbursed?

If HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control extend beyond the start of school and there are no commercial accommodations with cooking facilities within proximity to the school, the CF member may move to a hotel closer to the school/replacement residence and request reimbursement of meals for the period in commercial accommodations without cooking facilities."

----- Original Message -----

From: SUZANNE.LEVEILLE@forces.gc.ca <SUZANNE.LEVEILLE@forces.gc.ca>

To: Singh, Ram

Cc: Diane.Mensah@forces.gc.ca <Diane.Mensah@forces.gc.ca>; PETER.KETCHESON@forces.gc.ca <PETER.KETCHESON@forces.gc.ca>; LESLIE.JONES@forces.gc.ca <LESLIE.JONES@forces.gc.ca>;

Gagnon, Alain

Sent: Wed Feb 18 08:41:11 2009

Subject: RE: CF IRP article 5.07 Meal entitlement

Good morning Sir,

There is no intent to remove a specific period. The intent is to remove the requirement to only reimburse meals if the CF member could not find accommodations with adequate cooking facilities. We are currently dealing with several cases of adjudication where CF members state that there were no cooking facilities available in their geographical area but they cannot get hard copies of this confirmation. The question becomes how do CF members demonstrate that there were no accommodations with cooking facilities and how do BComds/BAdmOs certify that the CF member could not find accommodations with adequate cooking facilities. It does not change the requirement that from day one, meals remain reimbursable only when necessarily separated from HG&E and as soon as the HG&E is deliverable the entitlement to ILM&M ceases.

The article would read as follows:

"5.07 Meal Entitlements - Meal entitlements are to be reimbursed as per section 3.1 based on the following:

Core benefit

Up to 15 days at the full daily meal rate; From day 16 to 35 at 65% of the daily meal rate without receipts or 100% for actual and reasonable meal expenses with receipts (exclusive of tips and alcohol) (no personal declaration will be accepted for meals) cost

not to exceed the daily meal rate. Reimbursement will only be authorized when HG&E delivery delays were caused by the Department or its contracted agents outside the CF members' control.

Personalized benefit

Expenses incurred for extra days beyond core entitlements for CF members and dependants.

If HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control extend beyond the start of school and there are no commercial accommodations with cooking facilities within proximity to the school, the CF member may move to a hotel closer to the school/replacement residence and request reimbursement of meals for the period in commercial accommodations without cooking facilities."

Suzanne Leveille

M.L.S. Leveille

>WO | adj

>DCBA 2-3 | DRASA 2-3

Director General Compensation and Benefits | Directeur Général Remunération et avantages sociaux
Chief of Military Personnel | Chef du personnel militaire

>National Defence | Défense nationale

>Ottawa, Canada K1A 0K2

>SUZANNE.LEVEILLE@forces.gc.ca

>Telephone | Téléphone 613-992-6141

>Facsimile | Télécopieur 613-992-3220

>Teletypewriter (National Defence) | Téléimprimeur (Défense nationale)

>1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Wednesday, 18, February, 2009 08:20 AM

To: Leveille WO MLS@CMP DCBA@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca

Cc: Mensah Capt DMJ@CMP DCBA@Ottawa-Hull; Ketcheson MWO P@CMP DGCB@Ottawa-Hull; JONES

LCol LSC@CMP DCBA@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca

Subject: Re: CF IRP article 5.07 Meal entitlement

We r still removing a specific period. In any event if delay is the employer's fault (the van lines included), we must pay but we have to investiate first. I do not want this to be opened. We must retain a specific period since the program was so approved

D Singh

----- Original Message -----

From: SUZANNE.LEVEILLE@forces.gc.ca <SUZANNE.LEVEILLE@forces.gc.ca>

To: Singh, Ram; Gagnon, Alain

Cc: Diane.Mensah@forces.gc.ca <Diane.Mensah@forces.gc.ca>; PETER.KETCHESON@forces.gc.ca

<PETER.KETCHESON@forces.gc.ca>; LESLIE.JONES@forces.gc.ca <LESLIE.JONES@forces.gc.ca>

Sent: Wed Feb 18 07:40:47 2009

Subject: RE: CF IRP article 5.07 Meal entitlement

Good morning Sir,

I apologize, I deleted a little more than was intended. The intent was to delete condition 2 and 3. The restriction regarding "HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control" would remain leaving the last sentence under Core benefit to read: "Reimbursement will only be authorized when HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control.

Please advise if this amendment could be approved by TBS. Thank you.

Suzanne Leveille

M.L.S. Leveille

>WO | adj

>DCBA 2-3 | DRASA 2-3

Director General Compensation and Benefits | Directeur Général Remunération et avantages sociaux
Chief of Military Personnel | Chef du personnel militaire
>National Defence | Défense nationale
>Ottawa, Canada K1A 0K2
>SUZANNE.LEVEILLE@forces.gc.ca
>Telephone | Téléphone 613-992-6141
>Facsimile | Télécopieur 613-992-3220
>Teletypewriter (National Defence) | Télécopieur (Défense nationale)
>1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 17, February, 2009 15:44 PM
To: Leveille WO MLS@CMP DCBA@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca
Cc: Mensah Capt DMJ@CMP DCBA@Ottawa-Hull; Ketcheson MWO P@CMP DGCB@Ottawa-Hull;
Ram.Singh@tbs-sct.gc.ca
Subject: Re: CF IRP article 5.07 Meal entitlement

Unfortunately no!

The text indicates a restriction from day 16 to 35. Deleting this leaves it wide open

Regards
D Singh tbs

----- Original Message -----

From: SUZANNE.LEVEILLE@forces.gc.ca <SUZANNE.LEVEILLE@forces.gc.ca>
To: Gagnon, Alain
Cc: Singh, Ram; Diane.Mensah@forces.gc.ca <Diane.Mensah@forces.gc.ca>;
PETER.KETCHESON@forces.gc.ca <PETER.KETCHESON@forces.gc.ca>
Sent: Tue Feb 17 15:04:03 2009
Subject: CF IRP article 5.07 Meal entitlement

Good afternoon,

The current wording regarding meal entitlements while awaiting the delivery of HG&E continues to be problematic. Would TBS consider approving the elimination of the conditions to reimbursement from days 16 - 35. (Propose to delete everything in Red.) This would provide meals at 65% to those who continue to be necessarily separated from their HG&E.

"5.07 Meal Entitlements - Meal entitlements are to be reimbursed as per section 3.1 <> based on the following:

Core benefit

Up to 15 days at the full daily meal rate; From day 16 to 35 at 65% of the daily meal rate without receipts or 100% for actual and reasonable meal expenses with receipts (exclusive of tips and alcohol)(no personal declaration will be accepted for meals) cost not to exceed the daily meal rate. Reimbursement will only be authorized when the following three conditions listed are met:

Conditions:

1. HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control; and
2. CF members must demonstrate that there were no accommodations with adequate cooking facilities available within the geographical boundaries of the new place of duty for the period of ILM&M specified; and
3. The BComd/BAdmO approves the request based on the information provided and certified above.

Personalized benefit

Expenses incurred for extra days beyond core entitlements for CF members and dependants.

If HG&E delivery delays caused by the Department or its contracted agents outside the CF members' control extend beyond the start of school and there are no commercial accommodations with cooking facilities within proximity to the school, the CF member may move to a hotel closer to the school/replacement residence and request reimbursement of

meals for the period in commercial accommodations without cooking facilities."
Please advise.

Suzanne Leveille

M.L.S. Leveille

> WO | adj

> DCBA 2-3 | DRASA 2-3

Director General Compensation and Benefits | Directeur Général Remunération et avantages
sociaux Chief of Military Personnel | Chef du personnel militaire

> National Defence | Défense nationale

> Ottawa, Canada K1A 0K2

> SUZANNE.LEVEILLE@forces.gc.ca

> Telephone | Téléphone 613-992-6141

> Facsimile | Télécopieur 613-992-3220

> Teletypewriter (National Defence) | Téléimprimeur (Défense nationale)

> 1-800-467-9877 Government of Canada | Gouvernement du Canada

>

Graham, Don

From: Singh, Ram
Sent: February 23, 2009 7:25 PM
To: Zovatto, Claudia
Subject: Re: FOR REVIEW - Relocation Directive, April 1, 2009

Aving problem accessing

From: Zovatto, Claudia
To: Singh, Ram; Gagnon, Alain
Sent: Mon Feb 23 13:26:48 2009
Subject: RE: FOR REVIEW - Relocation Directive, April 1, 2009

Gentlemen,
Have you had an opportunity to review this? Is it good to go?

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Prescott, Edith
Sent: February 19, 2009 9:00 AM
To: Singh, Ram; Gagnon, Alain
Cc: Zovatto, Claudia; Stever, Linda; Hébert, Julie
Subject: FOR REVIEW - Relocation Directive, April 1, 2009

Hi,

Here is the directive on the development server for your review in both languages before we post on the web.
<http://authoring.publiservice.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=14662>
<http://authoring.publiservice.tbs-sct.gc.ca/pol/doc-fra.aspx?section=text&id=14662>

As soon as I have your agreement that this text is in accordance with the original text, we will be able to post.

Cheers,

Edith Prescott
Senior Communications Strategist | Stratège principal en communications
Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires
Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5
 Edith.Prescott@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Bujold, Luc
Sent: February 19, 2009 8:38 AM
To: Prescott, Edith; TBS Web SCT
Cc: Hébert, Julie; McMahon, William
Subject: RE: Relocation Directive, April 1, 2009

Bonjour Édith,

La directive est maintenant convertit et prête pour votre revue. Veuillez prendre note que les changements au menu seront fait sous peu.

The link for the new one: (Not live yet)
<http://authoring.publiservice.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=14662>

Merci

Luc Bujold

Information Officer, Web Technologies | Agent d'information, technologies Web
 Corporate Communications | Communications ministérielles
 Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Luc.BUJOLD@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-1139 / Facsimile | Télécopieur 613-998-9071 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Prescott, Edith
Sent: January 27, 2009 2:29 PM
To: TBS Web SCT
Cc: Bujold, Luc; Hébert, Julie
Subject: FW: Relocation Directive, April 1, 2009

Hi,

Could you please prepare the following document on the development server. This updated directive will replace the current one and should be up by February 1. Once this is done, we will post it on the relocation page as follows, before archiving the older directive later in April:

(<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/menu-reloc-reinst-eng.asp>)

- [Departmental National Coordinators](#)
- [NJC Integrated Relocation Directive \(new! In effect as of April 1, 2009\)](#)
- [NJC Integrated Relocation Directive \(in effect until March 31, 2009\)](#)
 - [Home Sale Assistance \(10%\), October 1, 2008](#)
 - [Policy Interpretation Notice - Integrated Relocation Program \(IRP\) - 2003](#)

- [IRP Training 2005 Service Contract - Presentation](#)
- [Integrated Relocation Program - Frequently Asked Questions](#)
- [Provision of relocation services to the Federal Public Service, the RCMP and the Canadian Forces](#)
- [Integrated Relocation \(Pilot\) Program - RCMP and GOC \(Effective April 1, 2002 to March 31, 2003\)](#)
- [Policy Clarification \(IRP\) - April 1, 2002](#)
- [Comparison of Relocation Entitlements](#)
- [A Condensed User's Guide to the Integrated Relocation Pilot Program](#)
- [Reimbursement for Long Term Storage of Appliances](#)
- [Interchange Canada](#)
- (...)

<http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/menu-reloc-reinst-fra.asp>

- [Coordonnateurs Ministériel National](#)
- [Directive sur la réinstallation intégrée du CNM \(nouveau ! en vigueur à partir du 1^{er} avril 2009\)](#)
- [Directive sur la réinstallation intégrée du CNM \(en vigueur jusqu'au 31 mars 2009\)](#)
 - [Aide à la vente de la résidence \(10%\), le 1^{er} octobre 2008](#)
 - [Avis relatif aux politiques - Programme de réinstallation intégré \(PRI\) - 2003](#)
 - [PRI Formation 2005 - Présentation](#)
 - [Programme de réinstallation intégré - Foire aux questions](#)
 - [Services de réinstallation pour la fonction publique fédérale, la GRC et les Forces canadiennes](#)
 - [Programme de réinstallation intégré - Pilote - GRC et Gouvernement du Canada \(en vigueur du 1^{er} avril 2002 au 31 mars 2003\)](#)
 - [Programme pilote de réinstallation intégré - Précisions sur la politique - 1 avril 2002](#)
 - [Comparaison des dispositions relatives à la réinstallation](#)
 - [Programme pilote de réinstallation intégré Guide condensé de l'utilisateur](#)
 - [Remboursement pour l'entreposage à long terme des appareils électroménagers](#)
- [Échanges Canada](#)
- (...)

Thanks in advance. Do not hesitate to contact me if you have any questions.

Edith Prescott

Senior Communications Strategist | Stratège principal en communications

Strategic Communications, Media and Parliamentary Relations | Communications stratégiques, médias et relations parlementaires

Strategic Communications and Ministerial Affairs | Communications stratégiques et affaires ministérielles

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Edith.Prescott@tbs-sct.gc.ca

Telephone | Téléphone 613-957-0552 / Facsimile | Télécopieur 613-941-4000 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Stever, Linda

Sent: January 27, 2009 2:02 PM

To: Prescott, Edith

Cc: Zovatto, Claudia; Singh, Ram

Subject: Relocation Directive, April 1, 2009

Bonjour Edith,

2011-01-27

000268

I understand that Ram has not yet forwarded the document below to you (containing a new Table of contents). In view of the urgency of getting the Directive posted, I am forwarding this directly to you. Many thanks.

Linda Stever

Acting Director, Union Consultation Portfolio | Directeur int. portefeuille consultation syndicale
Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

Linda.Stever@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2977 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Bouwhuis, Matilda: NJC [mailto:Matilda.Bouwhuis@njc-cnm.gc.ca]

Sent: January 22, 2009 10:57 AM

To: Singh, Ram; Bernier, Maryse

Cc: Stever, Linda; Sanford, Laura

Subject: Relocation Directive, April 1, 2009

New attachment for the Table of Contents -- the original message/document was password protected.
The other two attachments in the original message are fine.

Good morning:

Enclosed is the updated Relocation Directive which has been approved by the NJC Executive Committee and is ready for posting on the TBS website. The effective date is April 1, 2009.

Please advise us when it is online so that we may link to it from the NJC website.

Thanks.

Matilda Bouwhuis

Office & Systems Administrator / Agente en bureautique

National Joint Council / Conseil national mixte

PO Box 1525 Station B / C.P. 1525, Succursale B

Ottawa, ON K1P 5V2

Tel. (613) 991-1808 Fax/télécopieur: (613) 990-7071

Note: It is absolutely key that the attached version provided by the NJC is not modified as this document constitutes a contract between the employer and bargaining agent sides.

Graham, Don

From: Singh, Ram
Sent: March 16, 2009 12:24 PM
To: Zovatto, Claudia; Blanchard, Isabel
Cc: Singh, Ram
Subject:

Importance: High
Sensitivity: Confidential

Attachments: Information Notice to Coordinators re New 2003 Policy.doc



Information Notice
to Coordina...

Ram Singh
 Senior Policy and Program Analyst & Program Authority - Integrated Relocation Program |
 Conseiller Principal en politiques et programmes & Responsable du Programme de réinstallation
 intégrée
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de
 rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Ram.Singh@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
 Télécopieur 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: March 15, 2009 8:36 PM
To: Blanchard, Isabel
Cc: Singh, Ram
Subject:

Isabel,
 Sorry my system indicates that I sent a response but it has been acting up.

Claudia Zovatto
 Senior Director | Directeur principal
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de
 rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Blanchard, Isabel
Sent: March 9, 2009 5:49 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject:
Importance: High

Hi Claudia,

Many thanks in advance,

Isabel

Isabel Blanchard
Counsel | Avocate
Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Department of Justice / Ministère de la Justice
Ottawa, Canada K1A 0R5
Isabel.Blanchard@tbs-sct.gc.ca

information

 Treasury Board of Canada
Secrétariat
Secrétariat du Conseil du Trésor
du Canada

DATE: April 2, 2003

TO: IRP Departmental National
Coordinators
Royal LePage Relocation
Services

DATE : le 2 avril 2003

AUX : Coordonnateurs nationaux
ministériels du PRI
Service de relogement
Royal LePage

**SUBJECT: New National Joint Council
(NJC) Relocation –
Integrated Relocation
Program (IRP) Directive**

**OBJET : Nouvelle Directive du Conseil
national mixte (CNM) sur le
Programme de réinstallation
intégrée (PRI)**

The Treasury Board Secretariat is pleased to announce that the Integrated Relocation Pilot Program (IRP) and the National Joint Council (NJC) Relocation Directive have been replaced by the NJC Relocation – IRP Directive effective April 1, 2003.

All relocations of Public Service employees are to be processed via this Directive effective April 1, 2003.

Royal LePage Relocation Services (RLRS) has been awarded the contract for a period covering 5 years from April 1st 2003 with an option to extend the contract for 2 additional years.

The NJC Relocation – IRP Directive includes the policy text for Initial appointees. It also covers those assignments that are beyond one year but expire under three years.

Those employees who are already in the relocation process under previous policies/directives will continue to be handled under that policy/directive to the conclusion of the relocation.

Le Secrétariat du Conseil du Trésor a le plaisir d'annoncer que le Programme pilote de réinstallation intégrée (PRI) ainsi que la Directive de réinstallation du Conseil national mixte (CNM) ont été remplacés par la Directive du CNM sur le PRI à compter du 1^{er} avril 2003.

Toutes réinstallations des employés(es) de la Fonction publique seront gérées selon cette Directive à compter du 1^{er} avril 2003.

Le contrat pour une période de 5 ans à compter du 1^{er} avril 2003 avec une option de renouvellement de 2 ans a été adjudgé aux Services de relogement Royal LePage.

La Directive du CNM sur le PRI comprend une section sur les nouvelles nominations à la Fonction publique. La Directive traite aussi des personnes en affectation pour une durée de plus de 1 an et de moins de 3 ans.

Pour les employés(es) déjà en cours de réinstallation sous l'ancienne politique ou directive, cette dernière s'appliquera jusqu'à la fin de la réinstallation.



The text outlining the changes to the policy document is provided as an attachment. Should you have any questions you may contact Mr. D. Ram Singh at the Treasury Board Secretariat at 613-957-9139.
e-mail: singh.ram@tbs-sct.gc.ca

Vous trouverez ci-joint le texte donnant une vue d'ensemble des changements apportés à la politique. N'hésitez pas de communiquer avec Monsieur D. Ram Singh au Secrétariat du Conseil du Trésor (613-957-9139) si vous avez des questions à ce sujet.
courriel : singh.ram@tbs-sct.gc.ca

Chargé de projet par interim - PRI
Analyste principal, systèmes financiers et de gestion
Relations de travail et opérations de rémunération
Bureau de gestion des ressources humaines

D. Ram Singh
Acting Project Authority – IRP
Senior Financial and Business Systems Analyst
Labour Relations and Compensation Operations
Human Resources Management Office

Graham, Don

From: Singh, Ram
Sent: March 17, 2009 3:53 PM
To: Zovatto, Claudia
Subject: Fw: NJC - RELO Meeting on March 24, 2009 / Réunion du Comité RELO le 24 mars 2009

C!

I am so caught up that it is not funny

Even during french I as working NJC sessions
R

From: Beauchamp, Karine: NJC
To: Amyot, Patrick ; Goodman, Brenda ; Harrison, Susan ; Lepage, Diane ; Singh, Ram; Van Den Bergh, Joan
Sent: Tue Mar 17 15:24:31 2009
Subject: RE: NJC - RELO Meeting on March 24, 2009 / Réunion du Comité RELO le 24 mars 2009

Please be advised that given the responses I have received, the March 24, 2009 meeting is **cancelled**.

Our next regular meeting is April 21st, 2009.

Regards,

Karine

From: Beauchamp, Karine: NJC
Sent: Tuesday, March 17, 2009 11:48 AM
To: 'Amyot, Patrick'; 'Bernier, Maryse'; 'Goodman, Brenda'; 'Harrison, Susan'; 'Lepage, Diane'; 'Singh, Ram'; 'Van Den Bergh, Joan'
Subject: NJC - RELO Meeting on March 24, 2009 / Réunion du Comité RELO le 24 mars 2009

Goodafternoon,

As you know the next regular NJC-RELO Committee meeting is scheduled for next Tuesday, March 24th, 2009. There are currently no items on the agenda. Unless members wish to bring forth items for discussion, I propose cancelling the meeting.

FYI, the [redacted] grievance (NJC [redacted]) has been tentatively scheduled for May 19, 2009. I will confirm was once this date is final.

Bonjour à tous,

Comme vous le savez, la prochaine réunion régulière du comité SST est prévue le mardi 24 mars 2009. En ce moment, il n'y a rien à l'ordre du jour. À moins que vous n'ayez des points de discussion pour l'ordre du jour, je propose annuler la réunion. J'attends votre direction.

Veillez noter que le grief de [redacted] est provisoirement cédulé pour le 19 mai 2009.

Thank you/ Merci,

Karine Beauchamp

NJC Committee Advisor/Conseillère aux comités du CNM

National Joint Council of the Public Service of Canada/Conseil national mixte de la fonction publique du Canada

C.D. Howe Building / Immeuble C.D. Howe

240 Sparks Street / 240 rue Sparks

West Tower, 7th floor / Tour ouest, 7e étage


P.O. Box 1525 Station B / C.P. 1525, succursale B

Ottawa, ON K1P 5V2

E-mail/Courriel: karine.beauchamp@njc-cnm.gc.ca

(613) 990-1725

(613) 990-7071 Fax/Télécopieur

 Is it necessary to print this email? Est-ce nécessaire d'imprimer ce message?

Graham, Don

From: Singh, Ram
Sent: March 26, 2009 10:25 AM
To: 'Michel Bonin'; 'SUZANNE.LEVEILLE@forces.gc.ca'; 'KELLY.GASH@forces.gc.ca';
'LESLIE.JONES@forces.gc.ca'; 'ERIC.KAHLER@forces.gc.ca';
'Diane.Mensah@forces.gc.ca'; 'PETER.KETCHESON@forces.gc.ca';
'Ray.Duguay@rcmp-grc.gc.ca'; 'Guylaine.Pare@rcmp-grc.gc.ca';
'Francine.Deleseleuc@rcmp-grc.gc.ca'
Cc: Gagnon, Alain; Singh, Ram; 'Eliane Savard'
Subject: IRP Program Authority
Importance: High

This is to advise you my associates that I have returned to my position as the Integrated Relocation Program Authority and the Relocation Senior Policy and Program Analyst after attending a few months of language training classes.

I wish to express my appreciation for the cooperation extended to my associate Mr Gagnon (Alain) who in my absence worked with all of you to ensure continued consultation in this very important portfolio. For this I extend to you my sincerest gratitude. To Alain, of course a tremendous amount of gratitude for a job well done.

Since I am back I wish to remind each of you that I will enforce the working principles we had in place prior to my absence which is meant to ensure that the IRP continues to be administered as intended. Hence, it is vitally important that I be informed of all policy discussions and meetings between our Contracted Relocation Service Provider and you the Departmental Authority Representatives. I ask that I be included in all e-mails and meetings relating to the IRP Policies, their interpretations and their application. Remember also that all meetings must be held in your locations or here at TBS.

I look forward once again to be working with all of you as we continue to develop and unfold bigger and better things for our transferees.

Thank you.

D. Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |

Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Graham, Don

From: Singh, Ram
Sent: March 26, 2009 11:28 AM
To: Blanchard, Isabel
Cc: Zovatto, Claudia; Singh, Ram
Subject: RE:

Importance: High

Attachments:

**Pages 278 to / à 419
are withheld pursuant to section
sont retenues en vertu de l'article**

23

**of the Access to Information Act
de la Loi sur l'accès à l'information**

**Pages 420 to / à 421
are withheld pursuant to sections
sont retenues en vertu des articles**

20(1)(b), 20(1)(c)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Graham, Don

From: Singh, Ram
Sent: March 26, 2009 11:30 AM
To: Blanchard, Isabel
Cc: Zovatto, Claudia; Singh, Ram
Subject: RE:

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Blanchard, Isabel
Sent: March 26, 2009 8:11 AM
To: Singh, Ram
Subject:
Importance: High

Good morning Ram,

Thank you,

Isabel

Isabel Blanchard
Counsel | Avocate
Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Department of Justice / Ministère de la Justice
Ottawa, Canada K1A 0R5
Isabel.Blanchard@tbs-sct.gc.ca
Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter |
Téléimprimeur 613-957-9090

**Pages 424 to / à 445
are withheld pursuant to section
sont retenues en vertu de l'article**

23

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Graham, Don

From: Singh, Ram
Sent: March 26, 2009 11:41 AM
To: Zovatto, Claudia; Singh, Ram
Subject: FW: IRP Program Authority

Ram Singh
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
ram.singh@tbs-sct.gc.ca
Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: March 26, 2009 11:41 AM
To: Singh, Ram; 'Michel Bonin'; 'SUZANNE.LEVEILLE@forces.gc.ca'; 'KELLY.GASH@forces.gc.ca';
'LESLIE.JONES@forces.gc.ca'; 'ERIC.KAHLER@forces.gc.ca'; 'Diane.Mensah@forces.gc.ca';
'PETER.KETCHESON@forces.gc.ca'; 'Ray.Duguay@rcmp-grc.gc.ca'; 'Guylaine.Pare@rcmp-
grc.gc.ca'; 'Francine.Deleseleuc@rcmp-grc.gc.ca'
Cc: Gagnon, Alain; 'Eliane Savard'
Subject: RE: IRP Program Authority

Please allow me to pass on some clarifications – I appreciate the welcome back messages by the way!!!

Alain along with Claudia will continue to handle the retender areas just to remove any complaints of conflict of interest – we are humans – but as my message clearly said, I will be involved in the policy areas until the retender process is completed.

Regards

R

Ram Singh
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram

Sent: March 26, 2009 10:25 AM

To: 'Michel Bonin'; 'SUZANNE.LEVEILLE@forces.gc.ca'; 'KELLY.GASH@forces.gc.ca';
'LESLIE.JONES@forces.gc.ca'; 'ERIC.KAHLER@forces.gc.ca'; 'Diane.Mensah@forces.gc.ca';
'PETER.KETCHESON@forces.gc.ca'; 'Ray.Duguay@rcmp-grc.gc.ca'; 'Guylaine.Pare@rcmp-
grc.gc.ca'; 'Francine.Deleseleuc@rcmp-grc.gc.ca'

Cc: Gagnon, Alain; Singh, Ram; 'Eliane Savard'

Subject: IRP Program Authority

Importance: High

This is to advise you my associates that I have returned to my position as the Integrated Relocation Program Authority and the Relocation Senior Policy and Program Analyst after attending a few months of language training classes.

I wish to express my appreciation for the cooperation extended to my associate Mr Gagnon (Alain) who in my absence worked with all of you to ensure continued consultation in this very important portfolio. For this I extend to you my sincerest gratitude. To Alain, of course a tremendous amount of gratitude for a job well done.

Since I am back I wish to remind each of you that I will enforce the working principles we had in place prior to my absence which is meant to ensure that the IRP continues to be administered as intended. Hence, it is vitally important that I be informed of all policy discussions and meetings between our Contracted Relocation Service Provider and you the Departmental Authority Representatives. I ask that I be included in all e-mails and meetings relating to the IRP Policies, their interpretations and their application. Remember also that all meetings must be held in your locations or here at TBS.

I look forward once again to be working with all of you as we continue to develop and unfold bigger and better things for our transferees.

Thank you.

D. Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

April 1 2001 - August 31 2001

Main Code Description	SumOfCost	SumOfGST
Attending Fee - Purchase	\$17,332.36	\$1,144.35
Bridge Financing /STL Interest	\$64,645.70	\$200.29
CMHC Insurance Application Fee	\$103,759.95	\$1,020.62
CMHC Insurance premium	\$1,568,068.53	\$18,206.32
Home inspection - purchase	\$860,762.91	\$69,517.39
Land Transfer Tax/Welcome Tax	\$3,562,484.49	\$87.02
Legal Disbursements - Purchase	\$1,425,910.08	\$63,729.13
Legal Fee - Purchase	\$2,391,819.57	\$204,714.87
Mortgage appraisal fee	\$82,029.95	\$5,985.07
Mortgage Interest Buydown	\$10,392,649.04	\$0.00
Pyrite inspection - purchase	\$4,166.80	\$319.38
	\$20,473,629.38	\$364,924.44

April 1 2000 - March 31 2001

Main Code Description	SumOfCost	SumOfGST
Attending Fee - Purchase	\$16,367.39	\$999.38
Bridge Financing /STL Interest	\$164,940.29	\$408.47
CMHC Insurance Application Fee	\$155,977.23	\$1,050.90
CMHC Insurance premium	\$2,389,914.28	\$22,967.69
Home inspection - purchase	\$1,050,926.70	\$81,863.30
Land Transfer Tax/Welcome Tax	\$4,612,125.46	\$970.65
Legal Disbursements - Purchase	\$1,932,444.74	\$81,531.96
Legal Fee - Purchase	\$3,079,239.56	\$262,926.37
Mortgage appraisal fee	\$136,470.91	\$8,995.18
Mortgage Interest Buydown	\$7,675,501.74	\$0.00
Pyrite inspection - purchase	\$7,679.58	\$503.66
	\$21,221,587.88	\$462,217.56

April 1 1999 - March 31 2000

Main Code Description	SumOfCost	SumOfGST
Attending Fee - Purchase	\$4,897.63	\$329.50
Bridge Financing /STL Interest	\$84,427.73	\$58.01
CMHC Insurance Application Fee	\$213,377.89	\$1,269.19
CMHC Insurance premium	\$2,426,732.16	\$17,525.41
Home inspection - purchase	\$723,178.57	\$52,499.10
Land Transfer Tax/Welcome Tax	\$3,058,127.10	\$1,078.20
Legal Disbursements - Purchase	\$1,585,773.59	\$67,541.87
Legal Fee - Purchase	\$2,242,351.20	\$188,683.93
Mortgage appraisal fee	\$55,958.41	\$3,848.01
Mortgage Interest Buydown	\$537,681.07	\$0.00
Pyrite inspection - purchase	\$3,746.82	\$183.43
	\$10,936,252.17	\$333,016.65

SumOfPST or QST
\$395.99
\$10.03
\$2,002.07
\$22,571.78
\$6,386.02
\$0.00
\$1,858.31
\$53,363.47
\$956.54
\$138.00
\$58.98
\$87,741.19

SumOfPST or QST
\$443.99
\$18.05
\$1,142.55
\$24,439.11
\$7,516.87
\$0.00
\$1,924.02
\$64,436.61
\$1,147.09
\$0.00
\$370.35
\$101,438.64

SumOfPST or QST
\$106.34
\$0.00
\$1,973.31
\$39,196.86
\$6,528.63
\$376.16
\$2,107.35
\$40,506.36
\$369.19
\$0.00
\$138.36
\$91,302.56

Graham, Don

From: Singh, Ram
Sent: March 26, 2009 8:13 PM
To: Blanchard, Isabel
Cc: Zovatto, Claudia; Singh, Ram
Subject: Re:

Thanks

Regards
R

From: Blanchard, Isabel
To: Singh, Ram
Cc: Zovatto, Claudia
Sent: Thu Mar 26 13:51:06 2009
Subject: RE:

Hi Ram,

Thank you again,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

RE:

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: 26 mars 2009 12:16
To: Blanchard, Isabel
Cc: Zovatto, Claudia
Subject: RE:

TK KR

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Blanchard, Isabel
Sent: March 26, 2009 12:15 PM
To: Singh, Ram
Cc: Zovatto, Claudia
Subject: RE:

Thank you Ram for you consistent cooperation and your quick response.

Many thanks again,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

2011-01-27

000451

RE:

Page 3 of 9

s.21(1)(a)

s.21(1)(b)

s.23

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Singh, Ram

Sent: 26 mars 2009 11:28

To: Blanchard, Isabel

Cc: Zovatto, Claudia; Singh, Ram

Subject: RE:

Importance: High

2011-01-27

000452

**Pages 453 to / à 455
are withheld pursuant to sections
sont retenues en vertu des articles**

21(1)(a), 21(1)(b), 23

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

s.21(1)(a)

s.21(1)(b)

s.23

2011-01-27

000456

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

s.21(1)(a)

Government of Canada | Gouvernement du Canada

s.21(1)(b)

s.23

From: Blanchard, Isabel
Sent: March 26, 2009 8:11 AM
To: Singh, Ram
Subject:
Importance: High

Good morning Ram,

Thank you,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Singh, Ram

From: Zovatto, Claudia
Sent: March 27, 2009 11:52 AM
To: Gagnon, Alain; Singh, Ram
Subject: FW: IRP

Attachments: IRP DG List of Issues MFF rev.doc



IRP DG List of
Issues MFF rev....

Your views on this in preparation for my meeting Monday afternoon would be most helpful - we have already discussed basis of payment. Could we meet at 9am?

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: MARIETTE.FYFE-FORTIN@forces.gc.ca [mailto:MARIETTE.FYFE-FORTIN@forces.gc.ca]
Sent: March 27, 2009 11:17 AM
To: Danagher, Dan; Francine.Deleseleuc@rcmp-grc.gc.ca; Zovatto, Claudia;
Jerome.Thauvette@tpsgc-pwgsc.gc.ca; DAVID.BELOVICH@forces.gc.ca
Cc: CELINE.BEDARD@forces.gc.ca
Subject: IRP

Bonjour,

please find attached for your information and consideration, the Table which should inform our next meeting to discuss and resolve program level issues having a potential to impact the current reprourement.

Veillez trouver ci-joint pour votre information et votre consideration, le Tableau (en anglais seulement) qui appuiera nos discussions a la prochaine reunion en vue de resoudre les enjeux programmatiques ayant un potentiel d'impact sur le processus de re-acquisition en cours.

Mariette Fyfe-Fortin
Director General Procurement Services / Directeur général Services d'acquisition Material
Group / Groupe des matériels National Defence / Défense nationale
(613) 996-8935

> > <<IRP DG List of Issues MFF rev.doc>>
>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
AUTHORITIES			
1.	Lack of understanding and agreement on various roles and associated responsibilities	<p>There are a number of different authorities named and each has some assigned responsibilities. Related accountability is not clear which has the potential to result in major problems as the program enters the implementation phase.</p> <p>References to "Technical Authority" have come up recently in preparation of the SOR and EC – these authorities are not referenced in the governance, the SOR or the project charter</p>	Each major role and associated responsibilities should be added to the IRP Charter. The descriptions should reflect the proposed roles described in Annex A.
2.	Need to establish and provide adequate resources for an IRP Program Manager (new function)	<p>There is no one person, group or organization performing this function. There will be both significant workload and responsibilities associated with this role throughout the duration of the contract. Current assumption is that these functions will be carried out by the Program Authority.</p> <p>During the transition phase there will be numerous deliverables to be reviewed and accepted in a short period of time. During the implementation phase, there will be the overall contract administration, financial management, and contract performance monitoring and measurement activities. During outgoing transition, this role will be responsible for re-procurement activities, managing the ongoing service delivery activities and overseeing</p>	<p>Establish a Program Manager with appropriate resources to effectively fulfill the responsibilities identified in the SOR and other documents</p> <p>The appointed Program Manager would assume all non-policy SOR responsibilities currently assigned to the Program Authority.</p>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>Contractor transition.</p> <p>There is significant risk that Canada could incur additional costs by not exercising due diligence and accepting program level deliverables that may not meet all requirements</p> <p>Given the multiple authorities, not clear how the management of the full requirement will be carried out.</p> <p>For example: should the contractor not perform on CF tasks, what would be the remedy (such as a financial penalty or “get well” plan) and if so would it apply to all the work they carry out or simply on those applicable to CF?</p>	
3.	Need to ensure that the requirements of OGDs are identified and integrated into the SOR.	<p>RCMP and DND representatives have actively participated in the development of the SOR and Evaluation Criteria. There has been no recent involvement by any other party.</p> <p>Some requirements may not be endorsed by all entities (see also 5):</p> <ul style="list-style-type: none"> • the requirement for no “down time” in the event of a system failure - this requirement can be very expensive • face to face service be provided from 6:00 (in NCR) or 8:00 to 17:00 in all CF 	<p>TB Secretariat and OGD representatives or TBS on behalf of the OGDs need to participate in the Working Group deliberations and endorse the WG recommendations.</p> <p>The requirements need to be validated by OGD representative</p>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>bases</p> <ul style="list-style-type: none"> • Enquiries to be answered within 24 hours – Assume that this means calendar days and that the responses are to be provided over weekends as well • the contractor is expected to make travel arrangements for members and employees and keep a minimum of 250 TAN at a time – this may not be feasible for entities other than CF and RCMP • Constraints indicates that Contractor is responsible for all overpayments and recovery, but 5.1.19 f iii contradicts this as it states that Contractor could eventually refer back to the Crown cases of overpayment for recovery 	
SOR			
4.	Requirement to continue to make additional changes to the SOR	<p>The SOR has been reviewed and refined extensively over the past few months. Admittedly, there are still some refinements to be made (see serials 5-7), but all Working Group members are in agreement that its “good to go”. Any further changes would be considered to be refinements and streamlining.</p> <p>The SOR would not result in embarrassment or major problems if released in its current form</p>	PWGSC use the existing version of the SOR to begin the various reviews required prior to RFP release. In the meantime, the opportunities to refine will be reviewed and prioritized. If directed by the DGs, the changes will be made prior to RFP release.

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
5.	A number of the activities in the SOR are not integrated, but reflect a grouping of each entities unique business processes.	<p>This situation will not result in major problems; however, it results in the SOR being more complicated, does not afford the realization of some economies of scale and will likely result in many questions from prospective bidders.</p> <p>Specific examples include:</p> <ul style="list-style-type: none"> • requirement to store CF records: 4800 boxes of files. But no indication is given of how many years (or months) this represents so the contractor will not be able to identify how much additional storage space will be required over a year or the life of the contract. Furthermore, no instructions are given for disposal of these files and we are left to assume they are kept in perpetuity • requirement to carry out briefing sessions : up to 10 for GOC and RCMP, 2 per period for each CF On-site location (28 locations listed) • the contractor is expected to make travel arrangements for members and employees and keep a minimum of 250 TAN at a time – this may not be feasible for entities other than CF and RCMP • CF processes differ from GoC and RCMP procedures and not clear how civilian DND claims and other 	<p>All requirements in the SOR should be reviewed by a Third Party Subject Matter Expert with the view to harmonizing the business processes and associated requirements of the participating entities. The SME would be funded, report and act with authority from entity DGs</p> <p>There may not be sufficient time to complete the integration effort before RFP release but this an activity that should be undertaken.</p>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>departments would be handled and how many accounts need to be setup in IMETS for claims, reporting and approvals</p> <ul style="list-style-type: none"> • Constraints indicates that Contractor is responsible for all overpayments and recovery, but 5.1.19 f iii contradicts this as it states that Contractor could eventually refer back to the Crown cases of overpayment for recovery • GFE will be provided for "each manager and consultant 	
6.	Responsibility for Threat and Risk Assessment (TRA) for the IMETS Application	<p>Currently, the SOR specifies that the Contractor will be responsible for conducting the TRA on IMETS (the Contractor developed application to manage the complete range of IRP activities) and correcting any deficiencies. The end result is that Canada must rely on the assessment of a third party who is not at arms length from the Contractor.</p> <p>The reason for this is due to the fact that none of the WG members have the capability or capacity to undertake and or fund this review.</p> <p>This creates a situation where Canada may not receive the necessary assurances that the successful bidder's IMETS solution meets all information security requirements. The most</p>	Canada to conduct the TRA either directly or via a contractor whose primary responsibility is to satisfy the needs and concerns of Canada. Need to identify a lead and coordinate funding with the various participating entities

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>significant risk is with large volume of personal data that will be stored within this application.</p>	
7.	<p>Deliverable review requirements during Transition Phase</p>	<p>The SOR currently requires the Contractor to submit over twenty different deliverables for review and acceptance during a six-month period. It is critical that these documents are reviewed in detail to ensure that they fully satisfy all requirements as their acceptance provides the Contractor with authority to conduct additional work. Failure to do so will require changes in the future at an additional cost to the Crown.</p> <p>It is currently assumed that the same people who presently manage the requirement will also be tasked to carry out these pre-implementation duties. However, many of these are comprehensive and complex and will require considerable time, expertise and authority to carry this activity on behalf of all entities.</p>	<p>Ideally, the Program Manager be established with sufficient resources and authority to address this requirement (related to Ser 2). In the interim, resources need to be identified with sufficient authority and responsibility to action on behalf of all entities.</p>
BASIS OF PAYMENT			
8.	<p>Proposed basis of payment may result in inequities</p>	<p>Impact of the proposed single transaction fee will result in some entities paying for portions of services that they are not receiving</p> <p>For example, the status quo will result in the OGDs and RCMP paying for a portion of the site specific briefings at CFB locations</p>	<p>DGs give consideration to directing the AWR process be used for entity specific requirements.</p> <p>Specific examples include:</p> <ul style="list-style-type: none"> • on site briefing requirements

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>The SOR makes provisions for Additional Work Requirements (AWR), which provides for issuing task authorizations that are separately priced. Using this approach, entity specific requirements could be costed separately and charged to the requesting entity and this would remove entity specific requirements from the overall fee that is shared by all.</p>	<ul style="list-style-type: none"> retention and storage requirements.
9.	<p>All costs are expected to be covered under a single administration fee and no common funding is provided for the entire contract</p>	<p>This approach will impact performance management i.e. how liquidated damages/penalties/incentives would apply (all or a portion of the work) and the financial management of penalties or incentives</p> <p>Transition period will result in the Contractor having to make significant investments in order to develop a service delivery capability. The transition phase will be a minimum of 6 months and could be longer. Without some provision of milestone payments, a new Contractor will require significant working capital – potentially \$10M. If successful, the incumbent will have to make some investments, but not nearly the same magnitude.</p>	<p>Common funding to be provided for incentives to be shared by the entities, along with penalties</p> <p>The basis of payment should be flexible and make provisions for milestone payments. These could be amortized against future fee payments, and could be subject to holdbacks – PWGSC to advise on value of milestones and most judicious approach.</p>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
BASIS OF SELECTION			
10.	There are differing opinions on the basis of selecting the winning contractor	<p>Contractor selection will be based on the following:</p> <ul style="list-style-type: none"> a. Meeting all mandatory requirements b. Obtaining a minimum of 60% in each of the 6 categories and obtaining a minimum of 70% overall c. Including the results of the financial evaluation <p>There are two options under consideration to recognize the financial component:</p> <ul style="list-style-type: none"> I. <u>Highest combined rating of technical merit (75%) and price (25%)</u> This could result in Canada paying more than the lowest price with the premium being justified by a better-qualified Contractor. The potential problems with this approach are that the scoring of the rated criteria may be very contentious and potentially difficult to justify in the case of the qualitative rated criteria and that based on the current version of the EC, its generally accepted that the incumbent will score very well. II. <u>Proposal with the lowest technically acceptable evaluated price:</u> In this 	<p>DGs provide direction on which of the two options to be implemented.</p> <p>DGs should also decide on who has overall responsibility for this item.</p>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>scenario, a pricing model would be established to develop an evaluated price. The evaluated price would be based on the Contractor's fee, significant TPSP fees such as real estate and legal fees and include milestones payments for transition activities. The potential drawback with this approach is that it may be considered to be artificial if the business volumes upon which the evaluated prices are based vary significantly from actual volumes. This approach does have the benefit of complementing the technical evaluation since being able to deliver significant savings on TPSP rates will require a Contractor with considerable size and market presence. It also minimizes the potential for contentious technical evaluations since there is no difference between scores provided that they meet the 70% minimum</p>	
EVALUATION CRITERIA			
11.	Concerns regarding the adequacy of the draft Evaluation Criteria	<p>There has been a considerable debate on the evaluation criteria by the WG.</p> <p>The major area of disagreement arises from a difference in approach between having previous demonstrated experience with a similar requirement versus demonstrating the capability and capacity to</p>	<p>DGs accept that the current version of the EC represents a work in progress and will be finalized during a proposed all day workshop with both WG and PWGSC</p>

IRP Issues for DG Consideration

Serial	Issue	Discussion	Recommendations
		<p>ramp up to the IRP requirement.</p> <p>In order to recognize a bidders potential capability to meet the IRP requirements (as opposed to having had previous demonstrated experience), approximately 50% of the available points are based on qualitative criteria. The concern with this approach is that the evaluation team may have difficulty substantiating the points awarded.</p> <p>The ideal situation would result in a balance between quantitative and qualitative criteria.</p>	<p>representatives.</p> <p>WG be tasked with the responsibility of preparing the components of ideal responses (i.e. would be scored at 100%) for each of the qualitative requirements.</p> <p>Results of both of the above are to be briefed to the DGs.</p>
12.	Composition of Evaluation Team	In order to sustain the highest level of scrutiny, the evaluation team should be distinct from current team who developed the SOR and who are currently working with the incumbent.	That SMEs be identified for the participating entities who will carry out the evaluation.

PROPOSED ROLES AND RESPONSIBILITIES

KEY IRP AUTHORITIES

POSITION TITLE	INCUMBENT	ASSIGNED ROLES AND RESPONSIBILITIES
Program Authority	TBS	<ul style="list-style-type: none"> • Has overall policy formulation responsibilities
Departmental Authorities	CF – CMP RCMP	<ul style="list-style-type: none"> • Responsible for defining individual departmental requirements • Responsible for entity specific administration • Responsive to Program Manager <p>Note: Does not have authority to liaise directly with the Contracting Authority or the Contractor; all such interaction is to be conducted through the Program Manager</p>
Contracting Authority	PWGSC	<ul style="list-style-type: none"> • Responsible for bid solicitation process, overseeing the evaluation process and contract award activities • Responsible for initiating any required contract amendments • Has overall contract management responsibilities
Program Manager	TBA	<ul style="list-style-type: none"> • Coordinates the input from Departmental Authorities • Has overall responsibility for contract administration • Responsible for accepting or rejecting contractual deliverables • Manages the Contractor's performance

Graham, Don

From: Singh, Ram
Sent: April 14, 2009 4:06 PM
To: Zovatto, Claudia
Cc: Gagnon, Alain
Subject: Re: relocation of federal Employees under the Integrated Relocation Program
Sensitivity: Déclassifié par le bureau de l'AIPRP

Yeah I know but at least if the BAs approach us we can say look we thoutttht of this but the easability in these troubled times is not there

Thanks

R

From: Zovatto, Claudia
To: Singh, Ram
Cc: Gagnon, Alain
Sent: Tue Apr 14 14:54:23 2009
Subject: RE: relocation of federal Employees under the Integrated Relocation Program

Ram,

Please get some of this research done and prepare a briefing note for Hélène that will test the possible receptivity to doing this. I am not sure that this will be endorsed given the increased costs to the Crown inherent in this idea.

Thank you

Claudia Zovatto
 Senior Director | Directeur principal
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Claudia.Zovatto@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-952-3002
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: April 14, 2009 1:46 PM
To: Zovatto, Claudia
Cc: Gagnon, Alain; Singh, Ram
Subject: RE: relocation of federal Employees under the Integrated Relocation Program
Sensitivity: Déclassifié par le bureau de l'AIPRP

We can start to conduct a study – I sent an e-message to CERC to enquire of they have any Canadian data. I have USA data sent to me from a request I made last week. I can also try to get some info from RL but I want to leave that for the last move – CERC as the Industry "over-lord" should have some data. We can intro a program for a specific period as we did with the Guaranteed Home sale Program in 97/98.

Ram Singh
 Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 ram.singh@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Zovatto, Claudia
Sent: April 14, 2009 1:08 PM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: Re: relocation of federal Employees under the Integrated Relocation Program
Sensitivity: Confidential

Ram,
 This is an interesting idea. Is it possible to determine whether this was done in the past. The potential for such a precedent-setting course of action will need to be considered carefully. Of course the other main q we will receive will be on costs - how would we respond.

 Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

From: Singh, Ram
To: Zovatto, Claudia
Cc: Gagnon, Alain; Singh, Ram
Sent: Tue Apr 14 11:59:19 2009
Subject: relocation of federal Employees under the Integrated Relocation Program

In 1999, as you may recall, the Treasury Board Ministers approved a Relocation Pilot Program (IRPP) which was later confirmed as the government's new relocation program in 2002. The program has been able to address many areas of concern unlike its predecessor which treated all relocations identically. At the same time the program recognized both the Canadian Forces and the Royal Canadian Mounted Police members required special assistance on equity protection because of their perceived requirement to relocate on demand - this is more factual for members of the CF and not so much so for the RCMP however.

Unfortunately the federal public service was never given any such protection despite the fact employees applied for new positions in a similar manner to that of uniform members of the RCMP. Recently we approved some assistance in enabling faster sales by allowing for a reimbursement of up to 10% of the listing price being reduced in order to induce a sale and elevate relocation to meet staffing requirements. This however is just a short little step especially in today's economy where we see a severe decline in many housing markets.

In fact it is said that the slump in the housing market and the increased need to provide assistance have led several private employers to increase loss on sale provisions (similar to the HEAP assistance we currently provide to the members of the two Forces) in relocations today. To compound the situation we have employees faced with financial institutions questioning values of properties and differing rates.

I am wondering if we should not commence looking at a probable solution especially since the Cabinet itself has

been addressing the issues in the economy. We could develop a package that mirrors the HEAP package but not so rich – not 80% of loss but maybe 50% or so. The market trend and the entire economy's not so healthy situation will have an adverse effect in staffing.

R

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur
613-957-9090

Government of Canada | Gouvernement du Canada

Graham, Don

From: Singh, Ram
Sent: April 16, 2009 10:30 AM
To: Zovatto, Claudia
Subject: Fw:

C I did send an early notice for cancellation

From: Blanchard, Isabel
To: Singh, Ram
Sent: Thu Apr 16 10:08:10 2009
Subject: RE:

No problem Ram. Elizabeth is available tomorrow at 9:30. She will meet you at your office.

Thank you,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
 613-957-9090

Government of Canada | Gouvernement du Canada

Solicitor-Client Privilege | Secret professionnel de l'avocat



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: 16 avril 2009 07:06
To: Blanchard, Isabel
Cc: Singh, Ram
Subject: Re:

Hi! I have to cancel our appointment -

Sorry but we can do this Friday at 930

Thank you and I do apologise for any inconvenience

Ram.

From: Blanchard, Isabel
To: Singh, Ram
Sent: Wed Apr 15 11:10:04 2009
Subject: RE:
Elizabeth will meet you at 9:30 tomorrow.

Thank you,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Solicitor-Client Privilege | Secret professionnel de l'avocat



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: 15 avril 2009 10:56
To: Blanchard, Isabel
Subject: Re:

From: Blanchard, Isabel
To: Singh, Ram
Sent: Wed Apr 15 10:43:45 2009
Subject: RE:

Please feel free to give me a call and we can discuss further.

2011-01-27

000475

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Solicitor-Client Privilege | Secret professionnel de l'avocat



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: 15 avril 2009 10:35
To: Blanchard, Isabel
Cc: Singh, Ram
Subject: Re:

R

From: Blanchard, Isabel
To: Singh, Ram
Sent: Wed Apr 15 10:27:09 2009
Subject: RE: |

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Solicitor-Client Privilege | Secret professionnel de l'avocat

2011-01-27

000476



From: Singh, Ram
Sent: 15 avril 2009 10:11
To: Blanchard, Isabel
Subject: Re:

From: Blanchard, Isabel
To: Singh, Ram
Sent: Wed Apr 15 10:07:59 2009
Subject: RE:

Do you have a preferred time tomorrow?

Many thanks,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Solicitor-Client Privilege | Secret professionnel de l'avocat



From: Singh, Ram
Sent: 15 avril 2009 10:05
To: Blanchard, Isabel
Subject: Re:

No

I am in the office tomorrow

What does she want now?

R

From: Blanchard, Isabel
To: Singh, Ram
Sent: Wed Apr 15 09:24:18 2009
Subject:

Hi Ram,

I just received an email from Elizabeth. She would be available to meet with you this afternoon. Are you still available?

Many thanks,

Isabel

Isabel Blanchard

Counsel | Avocate

Treasury Board Portfolio Legal Services | Service juridique, Portefeuille du Conseil du Trésor

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Department of Justice / Ministère de la Justice

Ottawa, Canada K1A 0R5

Isabel.Blanchard@tbs-sct.gc.ca

Telephone | Téléphone 613-957-8923 / Facsimile | Télécopieur 613-954-5806 / Teletypewriter | Télécopieur
613-957-9090

Government of Canada | Gouvernement du Canada

Solicitor-Client Privilege | Secret professionnel de l'avocat

Singh, Ram

From: Singh, Ram
Sent: April 20, 2009 2:52 PM
To: Singh, Ram; Zovatto, Claudia
Subject: RE: relocation management firms -USA

Sensitivity: Confidential **Déclassifié par le bureau de l'AIPRP**

Search Criteria:

- Domestic Code: **Relocation Management Company**

Each entry contains the following information:

Company Name - Contact, CRP (if they hold the designation) - Relocation Service Categories (Areas Served or Area Contact)

Please click on an entry to see more detailed information about this listing.

◆ = denotes (Senior) Certified Relocation Professional, SCRPT™ or CRP™ recipient.

🔗 = denotes a link to a member's web site.

♠ = denotes an individual who is Worldwide ERC® Appraisal Trained.

✓ = denotes a Coalition Contributor.

▲ = denotes a Global Mobility Specialist (GMS™) recipient.

-
- **Agility** -- Michael J. Thames, CRP, Vice President, Business Development -- (Relocation Management Company - Nationally) ◆ 🔗
 - **AIReS** -- Jeffrey Wangler, Vice President -- (Relocation Management Company - Nationally) 🔗
 - **All Points Relocation Service, Inc.** -- Michael Deane, CRP, Vice President, Client Services -- (Relocation Management Company - Nationally) ◆ 🔗
 - **Altair Global Relocation** -- Gail H. Plummer, SCRPT, Chief Executive Officer -- (Relocation Management Company - Nationally) ◆ 🔗 ✓
 - **American Escrow & Closing Company** -- Robert Cepek, CRP, Chief Executive Officer -- (Relocation Management Company - Nationally) ◆ 🔗 ✓
 - **BlackStar Relocation** -- Jocelyn Rockstrom, CRP, GMS, Relocation Director -- (Relocation Management Company - Nationally) ◆ ▲
 - **Brookfield Global Relocation Services** -- Scott T. Sullivan, Senior Vice President, Sales and Marketing -- (Relocation Management Company - Nationally) 🔗 ✓
 - **C.E. Anderson and Company** -- Craig E. Anderson, SCRPT, GMS, President -- (Relocation Management Company - Nationally) ◆ ▲
 - **Capital Relocation Services** -- Mickey A. Williams, SCRPT, GMS, President & CEO -- (Relocation Management Company - Nationally) ◆ 🔗 ✓ ▲
 - **Carolina Relocation Group, Inc.** -- Gregory S. Hutchins, CRP, GMS, President/CEO -- (Relocation Management Company - Nationally) ◆ 🔗 ▲
 - **CARTUS** -- Kevin J. Kelleher, President and CEO -- (Relocation Management Company - Nationally) ✓

- **Choice Relocation Management, LLC** -- William P. Woodburn, CRP, GMS, President --
(Relocation Management Company - Nationally) ◆ ✓ ▲
- **Cornerstone Relocation Group** -- Janelle Piatkowski, GMS, President & CEO -- (Relocation
Management Company - Nationally) ✓ ▲
- **Corporate Relocation Services, Inc.** -- James N. Rasmussen -- (Relocation Management
Company - Nationally) ✓
- **Corporate Relocation, Inc.** -- Jeff L. Walker, CRP, GMS, President -- (Relocation Management
Company - Nationally) ◆ ✓ ▲
- **Cross Country Relocation, Inc.** -- Kenneth S. Head, CRP, President -- (Relocation Management
Company - Nationally) ◆ ✓
- **Curry Relocation Company, LLC** -- John Curry, Managing Member -- (Relocation Management
Company - Nationally)
- **Employee Transfer Corporation** -- Patricia A. Wilkins, CRP, Vice President, Operations --
(Relocation Management Company - Nationally) ◆ ✓
- **ExcellerateHRO Relocation & Assignment Services** -- Ruthie Polk, CRP, GMS, Operations
Manager -- (Relocation Management Company - Nationally) ◆ ▲
- **GRS (Global Relocation Services) International** -- Wilma van der Veer, GMS, President --
(Relocation Management Company - Nationally) ✓ ▲
- **HomeServices Relocation, LLC** -- Mary Lee Blaylock, CRP, President -- (Relocation Management
Company - Nationally) ◆ ✓
- **HomeServices Relocation, LLC** -- Wanda L. Eller, CRP, Vice President -- (Relocation
Management Company - Nationally) ◆ ✓
- **Keystone Relocation Services, Inc.** -- Peggy Cannon, CRP, President -- (Relocation
Management Company - Nationally) ◆
- **Lexicon Relocation** -- George W. Doyle, CRP, President -- (Relocation Management Company -
Nationally) ◆ ✓
- **Mobility Services International** -- Timm T. Runnion, CRP, CEO -- (Relocation Management
Company - Nationally) ◆ ✓
- **NEI Global Relocation** -- Kathleen C. Dodge, SCRP, President -- (Relocation Management
Company - Nationally) ◆ ✓
- **NRI Relocation** -- Susan L. Bender, CRP, GMS, Chief Executive Officer -- (Relocation
Management Company - Nationally) ◆ ✓ ▲
- **NuCompass Mobility Services Inc.** -- Thom J. Kessler, II, CRP, Business Development --
(Relocation Management Company - Nationally) ◆ ✓
- **Oneida Solutions Group - A Native American Company** -- Kimberly Ann Meagher, GMS,
Director, Sales -- (Relocation Management Company - Nationally) ✓ ▲
- **OneSource Relocation** -- Michael G. Nimer, CRP, Chief Operating Officer -- (Relocation
Management Company - Nationally) ◆
- **OneWorld Relocation Services** -- Allie Williamson, CRP, President -- (Relocation Management
Company - Nationally) ◆ ✓
- **OXXFORD** -- Theresa M. Kolany, CRP, GMS, President -- (Relocation Management Company -
Nationally) ◆ ✓ ▲
- **Paragon Global Resources, Inc.** -- Joseph Morabito, SCRP, President/CEO -- (Relocation
Management Company - Nationally) ◆ ✓
- **Plus Relocation Services, Inc.** -- Susan Schneider, SCRP, GMS, President -- (Relocation
Management Company - Nationally) ◆ ✓ ▲
- **Primacy Relocation, LLC** -- Landa Payne, Director, Marketing & Communications -- (Relocation
Management Company - Nationally) ✓
- **Promisor Relocation** -- Eleanore E. Monty, CRP, Executive Vice President/Co-Founder --
(Relocation Management Company - Nationally) ◆ ✓

- **Prudential Relocation** -- Cynthia D. Salter, SCRP, GMS, Executive Vice President, Client Services -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **RE/MAX Allegiance Relocation Services** -- Christina Lynn LaVorgna, CRP, VP, Relocation and Client Services -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **Real Living Relocation Management, Inc.** -- Judy Pogue, CRP, President -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **RELO Direct®, Inc.** -- Robert A. Portale, CRP, GMS, President/CEO -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **Relocation America** -- Diane Howard, Vice President, Relocation -- (Relocation Management Company - Nationally) ✓
- **Relocation Solutions, Inc.** -- Jody O'Donnell, President -- (Relocation Management Company - Nationally)
- **Relocation Synergy Group** -- Deborah A. Johnson, CRP -- (Relocation Management Company -) ◆ ✓
- **Relocation Today, Inc.** -- Mary Lou Cohen, CRP, GMS, VP Sales -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **Royal LePage Relocation Services Limited** -- Andrew Pierce, CRP, GMS, Senior Vice President, Global Alliance Management -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **Signature Relocation Inc.** -- Carole A. Carson, CRP, Executive Director -- (Relocation Management Company - Nationally) ◆
- **SIRVA Relocation** -- David B. Barlow, Jr., SCRP, GMS, Senior Vice President-Client Support Services -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **Suddath Relocation Systems** -- Brad Estrin, CRP, Executive Vice President -- (Relocation Management Company - Nationally) ◆ ✓
- **Summit Relocation Service** -- Kathy Schofield, CRP, Relocation Director -- (Relocation Management Company - Nationally) ◆ ✓
- **The Move Management Center** -- Paul O'Leary, CRP, GMS, Vice President -- (Relocation Management Company - Nationally) ◆ ✓ ▲
- **The Relocation Group, Inc.** -- William M. Coby, Vice President -- (Relocation Management Company - Nationally)
- **TheMIGroup** -- Ida J. Ceravolo, CRP, Director of Marketing -- (Relocation Management Company - Nationally) ◆ ✓
- **VISION Relocation Group** -- Rebecca Spencer, SCRP, President & CEO -- (Relocation Management Company - Nationally) ◆ ✓
- **Weichert Relocation Resources Inc.** -- Jim Schneider, SCRP, Executive Vice President -- (Relocation Management Company - Nationally) ◆ ✓
- **WHR Group, Inc.** -- Roger Thrun, CRP, President -- (Relocation Management Company - Nationally) ◆ ✓
- **XONEX** -- Bill D. Humphrey, CRP, GMS, Senior Vice President, General Manager -- (Relocation Management Company - Nationally) ◆ ✓ ▲

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: April 20, 2009 2:49 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: relocation management firms -USA
Sensitivity: Confidential **Déclassifié par le bureau de l'AIPRP**

Hi! As sitting member on both the Canadian Employee Relocation Council and the World Employee Relocation Council I am able to obtain certain info such as the firms currently involved in Relocation Management. I have met with most of these principals in previous gatherings and discussed at great length our relocation requirements, our policy and even conducted presentations at symposiums detailing our requirements, expectations and objectives.

I have a listing of current providers and shall send this to you shortly. Be reminded that GMAC one of the biggest was recently bought out by RLRS and this has placed them as one of the two largest relocations services firms in the world simply because GMAC had the European, Asian and Indian clients while RLRS had the North American clients. For a fact RLRS under its corporate name will be opening offices in Mumbai and Punjab Provinces while they are negotiating with England for their government contract as we speak (confidential please).

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram
From: Zovatto, Claudia
Sent: April 20, 2009 3:09 PM
To: Leslie, Scott: PWGSC
Cc: Danagher, Dan; Singh, Ram; Gagnon, Alain
Subject: FW: relocation management firms -USA

Sensitivity: Déclassifié par le bureau de l'AIPRP
Confidential

Fyi – through Ram's contact we do have a list of the principles and info on the range of services provided.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: April 20, 2009 2:58 PM
To: Laurendeau, Hélène; Danagher, Dan; Laplante, Alanna
Subject: relocation management firms -USA
Sensitivity: Déclassifié par le bureau de l'AIPRP
Confidential

Colleagues,
Further to discussion the other day, I have asked Ram to collect some information concerning the relocation industry writ large. TBS does have a seat on both the Canadian Employee Relocation Council and the World Employee Relocation Council.

There are really 2 large relocation firms as GMAC (one of the biggest) was recently bought out by RLRS, leaving RLRS and CARTUS.

He indicates that and this has placed RLRS as one of the two largest relocations services firms in the world simply because GMAC had the European, Asian and Indian clients while RLRS had the North American clients. For a fact RLRS under its corporate name will be opening offices in Mumbai and Punjab Provinces.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: April 20, 2009 2:49 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: relocation management firms -USA
Sensitivity: Confidential

Déclassifié par le bureau de l'AIPRP

Hi! As sitting member on both the Canadian Employee Relocation Council and the World Employee Relocation Council I am able to obtain certain info such as the firms currently involved in Relocation Management. I have met with most of these principals in previous gatherings and discussed at great length our relocation requirements, our policy and even conducted presentations at symposiums detailing our requirements, expectations and objectives.

I have a listing of current providers and shall send this to you shortly. Be reminded that GMAC one of the biggest was recently bought out by RLRS and this has placed them as one of the two largest relocations services firms in the world simply because GMAC had the European, Asian and Indian clients while RLRS had the North American clients. For a fact RLRS under its corporate name will be opening offices in Mumbai and Punjab Provinces while they are negotiating with England for their government contract as we speak (confidential please).

Ram Singh
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
ram.singh@tbs-sct.gc.ca
Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Zovatto, Claudia
Sent: August 21, 2009 8:32 AM
To: 'Scott Leslie'
Cc: Tamara Chamberlain; Singh, Ram; Gagnon, Alain
Subject: RE: Relocation Program letter of 9 July

Scott,
Yes, by all means.

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

From: Scott Leslie [mailto:Scott.Leslie@tpsgc-pwgsc.gc.ca]
Sent: August 19, 2009 2:56 PM
To: Zovatto, Claudia
Cc: Tamara Chamberlain
Subject: FW: Relocation Program letter of 9 July

Hi Claudia,

FYI here is a copy of the letter we sent to Jus'Kin this afternoon. Mr. Rowan has called me again earlier this week. He seems quite focused on having a discussion regarding how his company can become more involved in Relocations. I've explained that personally I feel that is highly unlikely that the policy would ever change to the point that the Government was directing transferees to use specific real estate agents (I told him that if I ever moved I certainly would want to pick who sold my home). He seems to think that it is only the RCMP union that is against the idea. Nonetheless he would like to have a discussion to see what may be within the realms of the possible to improve aboriginal participation. He seems to move back and forth between seeking general aboriginal business benefits and benefits for his company. I have told him that I would be agreeable to a conference call between himself, TBS and myself (and perhaps DND and RCMP) so that he can outline his proposals for consideration. He is aware that Brookfield has a contractual obligation to do whatever it can to encourage aboriginal participation in relocations in land claims areas and he says he has ideas regarding what they can do. He also says that he has information that shows that Brookfield has been directing work to certain real estate offices. He wanted Brookfield in on the call but I told him that I didn't think that would be appropriate. I also mentioned that I felt that it would probably be more appropriate to continue any discussions beyond that with appropriate aboriginal associations rather than a representative of a particular company. He said he would get back to me once he had seen the letter. I suspect he will shortly call me to ask that the conference call be arranged. Are you agreeable to participating?

Scott

From: Tamara Chamberlain
Sent: Wednesday, August 19, 2009 2:07 PM
To: 'John Rowan'
Cc: Scott Leslie
Subject: RE: Relocation Program letter of 9 July

Good afternoon John

Please find the attached in response to your July 9, 2009 letter. My apologies for the delay in getting this to you.
<<Jus'Kin Response_Aug 19, 2009.pdf>>

I understand you have also had some additional discussion with Scott. Should you require my assistance or if you would like to discuss any additional questions you may have, please do not hesitate to contact me by phone or email.

Merci / Regards,

Tamara Chamberlain

Autorité Contractante du PRI / IRP Contract Authority

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

From: Bill Troupe
Sent: Thursday, August 13, 2009 3:24 PM
To: 'John Rowan'
Cc: Tamara Chamberlain; Scott Leslie
Subject: Relocation Program letter of 9 July

John,

As I committed to you in my email of last week, I have endeavoured to expedite a response to your JUS'KIN Corporation letter of 9 July 2009, pertaining to the Integrated Relocation Program.

Please be assured that your concerns are being taken seriously and that it is not my intent to try your patience. A number of stakeholders have indicated their interest in this matter, however, there seems to be more personnel away on vacation this week than last. We are at the height of the vacation season and after a rather wet and unpleasant summer; I guess that most are trying to take advantage of the fine weather that was forecast for this week.

Please accept my apology for the delay. We will provide you with a formal response as soon as possible.

Respectfully,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats,
Integrated Relocation Program/ Programme de réinstallation intégré,

Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en
Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

Graham, Don

From: Singh, Ram
Sent: April 21, 2009 3:21 PM
To: Zovatto, Claudia
Subject: RE: relocation management firms -USA
Sensitivity: Déclassifié par le bureau de l'AIPRP
 Confidential

Volume is a commercial number which firms do not necessarily release keeping the competition at bay! We also have to be careful about numbers being inflated if they release that in a survey. I will try tomorrow morn to get ERC to provide me some sort of numbers and pass that on – as u may have seen I cancelled my leave for tomorrow and Thursday and pushed it to the following week

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 ram.singh@tbs-sct.gc.ca
 Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Zovatto, Claudia
Sent: April 21, 2009 3:17 PM
To: Singh, Ram
Subject: FW: relocation management firms -USA
Sensitivity: Déclassifié par le bureau de l'AIPRP
 Confidential

Ram,

Would be able to answer the questions below and forward this info to me.

thanks

Claudia Zovatto
 Senior Director | Directeur principal
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Claudia.Zovatto@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-952-3002
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Scott Leslie [mailto:Scott.Leslie@tpsgc-pwgsc.gc.ca]

Sent: April 21, 2009 2:42 PM

To: Zovatto, Claudia

Cc: Danagher, Dan; BELOVICH.DM@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca;

FyfeFortin.M@forces.gc.ca; Bedard.C6@forces.gc.ca

Subject: RE: relocation management firms -USA

Sensitivity: Confidential **Déclassifié par le bureau de l'AIPRP**

Thanks. Is there any way to get business volumes for, say, the top ten firms? Is there a way to tell how big these companies are? The overall intent is to assess whether they could, should they so desire, bid on our requirement.

Scott

From: Claudia.Zovatto@tbs-sct.gc.ca [mailto:Claudia.Zovatto@tbs-sct.gc.ca]

Sent: Tuesday, April 21, 2009 1:50 PM

To: Dan.Danagher@tbs-sct.gc.ca; Scott Leslie; BELOVICH.DM@forces.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Bedard.C6@forces.gc.ca; FyfeFortin.M@forces.gc.ca

Subject: Fw: relocation management firms -USA

Sensitivity: Confidential

As discussed

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

From: Singh, Ram

To: Singh, Ram; Zovatto, Claudia

Sent: Mon Apr 20 14:51:42 2009

Subject: RE: relocation management firms -USA

Search Criteria:

- Domestic Code: **Relocation Management Company**

Each entry contains the following information:

Company Name - Contact, CRP (if they hold the designation) - Relocation Service Categories (Areas Served or Area Contact)

Please click on an entry to see more detailed information about this listing.

= denotes (Senior) Certified Relocation Professional, SCRPTM or CRPTM recipient.

= denotes a link to a member's web site.

= denotes an individual who is Worldwide ERC® Appraisal Trained.

= denotes a Coalition Contributor.

= denotes a Global Mobility Specialist (GMS™) recipient.

- **Agility** -- Michael J. Thames, CRP, Vice President, Business Development -- (Relocation Management Company - Nationally)
- **AIReS** -- Jeffrey Wangler, Vice President -- (Relocation Management Company - Nationally)
- **All Points Relocation Service, Inc.** -- Michael Deane, CRP, Vice President, Client Services -- (Relocation Management Company - Nationally)

- **Altair Global Relocation** -- Gail H. Plummer, SCRP, Chief Executive Officer -- (Relocation Management Company - Nationally)
- **American Escrow & Closing Company** -- Robert Cepek, CRP, Chief Executive Officer -- (Relocation Management Company - Nationally)
- **BlackStar Relocation** -- Jocelyn Rockstrom, CRP, GMS, Relocation Director -- (Relocation Management Company - Nationally)
- **Brookfield Global Relocation Services** -- Scott T. Sullivan, Senior Vice President, Sales and Marketing -- (Relocation Management Company - Nationally)
- **C.E. Anderson and Company** -- Craig E. Anderson, SCRP, GMS, President -- (Relocation Management Company - Nationally)
- **Capital Relocation Services** -- Mickey A. Williams, SCRP, GMS, President & CEO -- (Relocation Management Company - Nationally)
- **Carolina Relocation Group, Inc.** -- Gregory S. Hutchins, CRP, GMS, President/CEO -- (Relocation Management Company - Nationally)
- **CARTUS** -- Kevin J. Kelleher, President and CEO -- (Relocation Management Company - Nationally)
- **Choice Relocation Management, LLC** -- William P. Woodburn, CRP, GMS, President -- (Relocation Management Company - Nationally)
- **Cornerstone Relocation Group** -- Janelle Piatkowski, GMS, President & CEO -- (Relocation Management Company - Nationally)
- **Corporate Relocation Services, Inc.** -- James N. Rasmussen -- (Relocation Management Company - Nationally)
- **Corporate Relocation, Inc.** -- Jeff L. Walker, CRP, GMS, President -- (Relocation Management Company - Nationally)
- **Cross Country Relocation, Inc.** -- Kenneth S. Head, CRP, President -- (Relocation Management Company - Nationally)
- **Curry Relocation Company, LLC** -- John Curry, Managing Member -- (Relocation Management Company - Nationally)
- **Employee Transfer Corporation** -- Patricia A. Wilkins, CRP, Vice President, Operations -- (Relocation Management Company - Nationally)
- **ExcellerateHRO Relocation & Assignment Services** -- Ruthie Polk, CRP, GMS, Operations Manager -- (Relocation Management Company - Nationally)
- **GRS (Global Relocation Services) International** -- Wilma van der Veer, GMS, President -- (Relocation Management Company - Nationally)

- **HomeServices Relocation, LLC** -- Mary Lee Blaylock, CRP, President -- (Relocation Management Company - Nationally)
- **HomeServices Relocation, LLC** -- Wanda L. Eller, CRP, Vice President -- (Relocation Management Company - Nationally)
- **Keystone Relocation Services, Inc.** -- Peggy Cannon, CRP, President -- (Relocation Management Company - Nationally)
- **Lexicon Relocation** -- George W. Doyle, CRP, President -- (Relocation Management Company - Nationally)
- **Mobility Services International** -- Timm T. Runnion, CRP, CEO -- (Relocation Management Company - Nationally)
- **NEI Global Relocation** -- Kathleen C. Dodge, SCRP, President -- (Relocation Management Company - Nationally)
- **NRI Relocation** -- Susan L. Bender, CRP, GMS, Chief Executive Officer -- (Relocation Management Company - Nationally)
- **NuCompass Mobility Services Inc.** -- Thom J. Kessler, II, CRP, Business Development -- (Relocation Management Company - Nationally)
- **Oneida Solutions Group - A Native American Company** -- Kimberly Ann Meagher, GMS, Director, Sales -- (Relocation Management Company - Nationally)
- **OneSource Relocation** -- Michael G. Nimer, CRP, Chief Operating Officer -- (Relocation Management Company - Nationally)
- **OneWorld Relocation Services** -- Allie Williamson, CRP, President -- (Relocation Management Company - Nationally)
- **OXFORD** -- Theresa M. Kolany, CRP, GMS, President -- (Relocation Management Company - Nationally)
- **Paragon Global Resources, Inc.** -- Joseph Morabito, SCRP, President/CEO -- (Relocation Management Company - Nationally)
- **Plus Relocation Services, Inc.** -- Susan Schneider, SCRP, GMS, President -- (Relocation Management Company - Nationally)
- **Primacy Relocation, LLC** -- Landa Payne, Director, Marketing & Communications -- (Relocation Management Company - Nationally)
- **Promisor Relocation** -- Eleanore E. Monty, CRP, Executive Vice President/Co-Founder -- (Relocation Management Company - Nationally)
- **Prudential Relocation** -- Cynthia D. Salter, SCRP, GMS, Executive Vice President, Client Services --

(Relocation Management Company - Nationally)

- **RE/MAX Allegiance Relocation Services** -- Christina Lynn LaVorgna, CRP, VP, Relocation and Client Services -- (Relocation Management Company - Nationally)
- **Real Living Relocation Management, Inc.** -- Judy Pogue, CRP, President -- (Relocation Management Company - Nationally)
- **RELO Direct®, Inc.** -- Robert A. Portale, CRP, GMS, President/CEO -- (Relocation Management Company - Nationally)
- **Relocation America** -- Diane Howard, Vice President, Relocation -- (Relocation Management Company - Nationally)
- **Relocation Solutions, Inc.** -- Jody O'Donnell, President -- (Relocation Management Company - Nationally)
- **Relocation Synergy Group** -- Deborah A. Johnson, CRP -- (Relocation Management Company -)
- **Relocation Today, Inc.** -- Mary Lou Cohen, CRP, GMS, VP Sales -- (Relocation Management Company - Nationally)
- **Royal LePage Relocation Services Limited** -- Andrew Pierce, CRP, GMS, Senior Vice President, Global Alliance Management -- (Relocation Management Company - Nationally)
- **Signature Relocation Inc.** -- Carole A. Carson, CRP, Executive Director -- (Relocation Management Company - Nationally)
- **SIRVA Relocation** -- David B. Barlow, Jr., SCRCP, GMS, Senior Vice President-Client Support Services -- (Relocation Management Company - Nationally)
- **Suddath Relocation Systems** -- Brad Estrin, CRP, Executive Vice President -- (Relocation Management Company - Nationally)
- **Summit Relocation Service** -- Kathy Schofield, CRP, Relocation Director -- (Relocation Management Company - Nationally)
- **The Move Management Center** -- Paul O'Leary, CRP, GMS, Vice President -- (Relocation Management Company - Nationally)
- **The Relocation Group, Inc.** -- William M. Coby, Vice President -- (Relocation Management Company - Nationally)
- **TheMIGroup** -- Ida J. Ceravolo, CRP, Director of Marketing -- (Relocation Management Company - Nationally)
- **VISION Relocation Group** -- Rebecca Spencer, SCRCP, President & CEO -- (Relocation Management Company - Nationally)

- **Weichert Relocation Resources Inc.** -- Jim Schneider, SCRP, Executive Vice President -- (Relocation Management Company - Nationally)
- **WHR Group, Inc.** -- Roger Thrun, CRP, President -- (Relocation Management Company - Nationally)
- **XONEX** -- Bill D. Humphrey, CRP, GMS, Senior Vice President, General Manager -- (Relocation Management Company - Nationally)

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: April 20, 2009 2:49 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: relocation management firms -USA
Sensitivity: Confidential

Déclassifié par le bureau de l'AIPRP

Hi! As sitting member on both the Canadian Employee Relocation Council and the World Employee Relocation Council I am able to obtain certain info such as the firms currently involved in Relocation Management. I have met with most of these principals in previous gatherings and discussed at great length our relocation requirements, our policy and even conducted presentations at symposiums detailing our requirements, expectations and objectives.

I have a listing of current providers and shall send this to you shortly. Be reminded that GMAC one of the biggest was recently bought out by RLRS and this has placed them as one of the two largest relocations services firms in the world simply because GMAC had the European, Asian and Indian clients while RLRS had the North American clients. For a fact RLRS under its corporate name will be opening offices in Mumbai and Punjab Provinces while they are negotiating with England for their government contract as we speak (confidential please).

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

2011-01-27

000493

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Graham, Don

From: Singh, Ram
Sent: April 22, 2009 1:09 PM
To: Zovatto, Claudia
Cc: Gagnon, Alain
Subject: RE: additional IRP background info

Sounds good and u can add that outsourcing allows our most valuable resources, our employees to have access to industry experts for counseling in the various aspects of relocation, disposal and acquisition of principal residences and mortgages factors. It also clearly shows our employees that they are respected as professionals since they are counseled by industry professionals and not co-workers; it includes their family unlike previous years when there was no consideration for family needs and requirements.

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
ram.singh@tbs-sct.gc.ca
Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: April 22, 2009 1:04 PM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: additional IRP background info

Ram/Alain,

Consistency in treatment both within and across organizations had been identified as an issue under the previous regime. The provision of professional support service has resulted in a significant reduction in grievances.

Using a third party has also allowed the Crown to have centralized data on relocation expenditures by cost element across the government. This enables us to have a good sense on the total amounts spent and better positions decision making when entering into discussions with unions on modifications to the program.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

**Pages 497 to / à 499
are withheld pursuant to section
sont retenues en vertu de l'article**

20(1)(c)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

s.69(1)(g)re:(c)

Singh, Ram

From: Singh, Ram
Sent: April 23, 2009 2:56 PM
To: Poirier, Lucie
Cc: Singh, Ram
Subject: Re: Relocation

Hi
Unfortunately I have not been included in any aspect of the new contract. This matter is apparently with caudia and alain
R

From: Poirier, Lucie
To: Singh, Ram
Sent: Thu Apr 23 14:13:27 2009
Subject: Relocation

Bonjour Ram,

can you give me an update for H el ene. Thanks.

Lucie Poirier

Policy Support Analyst | Analyste de soutien aux politiques

Corporate Liaison and Strategic Management | Liaison minist erielle et gestion strat egique

Labour Relations & Compensation Operations | Relations de travail et op erations de r emun eration

Treasury Board of Canada Secretariat | Secr etariat du Conseil du Tr esor du Canada

Ottawa, Canada K1A 0R5

Lucie.Poirier@tbs-sct.gc.ca

Telephone | T el ephone 613-952-2945 / Facsimile | T el ecopieur 613-952-3279 / Teletypewriter | T el eimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Graham, Don

From: Singh, Ram
Sent: April 29, 2009 11:34 AM
To: 'Michel Bonin'
Cc: KAHLER.EC@forces.gc.ca; Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca
Subject: Performance Measurement

Importance: High

Hi Michel!

Because of the pressures in the development of retendering the Relocation services Contract and the priorities on the job we were forced to set aside a document and a very important task which we all were endeavouring to put into practice – the Performance Measurement Tool. The tool developed by Major Tupling and applied by all three clients was a very informative and useful document and I wish to have that process recommence effective immediately.

If you would be so kind as to generate the data for us effective the last report to current I would appreciate it very much. In the mean time I am asking my associates identified above and yourself to provide me with a few dates at which time we can meet and discuss at length the document and your data.

Please be reminded that this was a requirement that emanated from the last Auditor General's findings.

Thank you.

D. Ram Singh

Program Authority IRP/Responsable du Programme de réinstallation intégrée
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: April 29, 2009 1:37 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: URGENT - FOR APPROVAL: IRP RFP Release

We have to be careful here because if we wait to reimburse then they are using their line of credit and we will be paying interest at bank rates versus Bank of Canada.

We should have 3 major invoices;

the first being an advance of funds for the employee who may request advance and for appraisal of property and 1/3 of their fees.

The second should be for 50% of the estimated real estate commission , etc., and second third of fees

The third would be for the final amount plus final 3rd of fees

There will be subsequent invoices as our employees incur travel related expenses etc., and these I think are what they are trying to restrict at monthly intervals. This action will result not only in an increase in fees but being subject to commercial interest rates.

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 ram.singh@tbs-sct.gc.ca Telephone | Téléphone
613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Zovatto, Claudia
Sent: April 29, 2009 1:19 PM
To: Singh, Ram
Subject: FW: URGENT - FOR APPROVAL: IRP RFP Release

Your views?

Claudia Zovatto

Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Danagher, Dan
Sent: April 29, 2009 1:16 PM
To: Zovatto, Claudia; Gagnon, Alain

Subject: RE: URGENT - FOR APPROVAL: IRP RFP Release

RCMP is suggesting that the following paragraphs be removed from the RFP. Does this make sense?

(a) Monthly Reimbursement of M/E actual and reasonable costs: Canada will reimburse the Contractor, no more than once a month, for member/employee actual and reasonable costs up to the amounts approved in the applicable entity's IRP policy and the TBS Travel Directive upon receipt of an invoice and any other document required under the invoicing instructions of the Contract but without the attachment of the member's/employee's original invoice received by the Contractor.

(b) Monthly Reimbursement for TPSP Disbursements: The Contractor will be reimbursed no more than once a month, for its actual and reasonable costs for Third Party Services defined in Tables 2A through 2F of Annex "B" up to the amounts approved in the applicable entity's IRP policy upon receipt of an invoice

Are the following sufficient for us?

(c) Accountable Advances: Canada will provide the Contractor with funds in advance to pay for each member's/employee's estimated expenditures in accordance with as follows:

Accountable Advance # 1: Within 30 calendar days of the responsible client department's authorization to provide relocation services to a member/employee, Canada will advance funds in the amount of \$6,500 to the Contractor to pay for each member's/employee's estimated relocation expenditures.

Accountable Advance # 2: A second payment will be made on the basis of claim invoices submitted between the 31st and 60th calendar day after the responsible client department's authorization to cover the full value of the budgeted Core, Custom, and Personalized funding (as defined in the SOR) minus the \$6,500 amount advanced in Accountable Advance #1.

Final Relocation Invoice: The final payment for the balance of the amount payable by Canada for each member/employee relocation file will be paid upon satisfactory completion of all transactions as evidenced by a final invoice and documentation reconciling the member/employee actual and reasonable costs for the services rendered and the TPSP disbursements paid.

Interest Accrued: Any interest accrued on the advance funds provided by Canada to the Contractor to fund a member's/employee's relocation, belongs to Canada and must be immediately remitted to Canada and identified as a credit on the Final Relocation Invoice to the responsible client department.

Dan Danagher

Executive Director | Directeur exécutif

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5 Dan.Danagher@tbs-sct.gc.ca Telephone | Téléphone
613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter | Téléimprimeur
613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Francine Deleseleuc [mailto:Francine.Deleseleuc@rcmp-grc.gc.ca]

Sent: April 29, 2009 12:33 PM

To: MARIETTE.FYFE-FORTIN@forces.gc.ca; Danagher, Dan; Bill Troupe;

Jerome.Thauvette@tpsgc-pwgsc.gc.ca

Cc: CELINE.BEDARD@forces.gc.ca; ERIC.KAHLER@forces.gc.ca; Don Bill; Todd Lamb; Gagnon,

Alain; Zovatto, Claudia; Gary Cooper; Scott Leslie; Stephane Chevrier; Tamara Chamberlain

Subject: RE: URGENT - FOR APPROVAL: IRP RFP Release

The RCMP endorsed the RFP with paragraph (a) (b) under section 6.4.2 removed.

Francine

>>> "Bill Troupe" <Bill.Troupe@tpsgc-pwgsc.gc.ca> 4/29/2009 9:21 AM

>>>

Good Morning,

As requested.

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

-----Original Message-----

From: Francine Deleseleuc [mailto:Francine.Deleseleuc@rcmp-grc.gc.ca]
Sent: Wednesday, April 29, 2009 9:17 AM
To: MARIETTE.FYFE-FORTIN@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Bill Troupe; Jérôme Thauvette
Cc: CELINE.BEDARD@forces.gc.ca; ERIC.KAHLER@forces.gc.ca; Don Bill; Todd Lamb; Alain.Gagnon@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Gary Cooper; Scott Leslie; Stephane Chevrier; Tamara Chamberlain
Subject: Re: URGENT - FOR APPROVAL: IRP RFP Release

Bill,

I thought we agree that a new version will be sent once the latest SOR and EC have been incorporated.

The version received last Friday still had the Basis of Selection as Technical Merit (75%) and Price (25%), unless a decision has been made otherwise, I thought we were going with 50-50.

Francine

Francine de Léséleuc, CGA
Director CM&C, Corporate Accounting, Policy & Controls Directeur gestion générale, Comptabilité générale, politiques et contrôles francine.deleseleuc@rcmp-grc.gc.ca
Tel: (613) 993-9116
Fax: (613) 952-7167

Francine de Léséleuc, CGA
Director CM&C, Corporate Accounting, Policy & Controls Directeur gestion générale, Comptabilité générale, politiques et contrôles francine.deleseleuc@rcmp-grc.gc.ca
Tel: (613) 993-9116
Fax: (613) 952-7167

>>> "Bill Troupe" <Bill.Troupe@tpsgc-pwgsc.gc.ca> 4/29/2009 9:05 AM

>>>

Good Morning All,

1. We are just about there. All documents have now been received and the finishing touches are being put on the RFP for release. Many thanks to all concerned for your dedication and diligence in getting to this important milestone.

2. We have noted with great satisfaction that the CF, the RCMP, TBS and DND have soundly endorsed both the SOR and Evaluation Criteria, as meeting your respective relocation requirements. PWGSC hereby endorses the SOR and Evaluation Criteria as being appropriate for RFP Release.

3. In accordance with PWGSC procurement practices, your approval is required of the Request For Proposal document that was sent to you on Friday. Given the recent level of activity on the SOR and EC, it is quite probable that you have already reviewed the RFP document, but anticipated that acceptance of the SOR/EC was paramount. At this time, and prior to release of the RFP, currently scheduled for 10:00 this morning, your acceptance/approval of the RFP is required. Please note that the RFP cannot be published without this approval.

Your timely attention to this important step in the procurement process would be most appreciated.

Best regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

Graham, Don

From: Singh, Ram
Sent: April 29, 2009 3:16 PM
To: 'Bill Troupe'; Liliane Saint Pierre; Danagher, Dan; Jérôme Thauvette; Francine Deleseleuc; MARIETTE.FYFE-FORTIN@forces.gc.ca; BELOVICH.DM@forces.gc.ca
Cc: Zovatto, Claudia; Scott Leslie; CELINE.BEDARD@forces.gc.ca; ERIC.KAHLER@forces.gc.ca; Todd Lamb; Gagnon, Alain; Tamara Chamberlain; Nathalie Blais; Gary Cooper; Stephane Chevrier; jim jones; Rose Harasym; Vanessa Martin; Annick Gauvin-Fleurant; Mary Lou Devine; Pierre Paquette; Debbie Roberts; Chantal Andrews; KIMBERLY.MACKAY@forces.gc.ca; DANIEL.TUPLING@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; rick.wilson@ppiconsulting.ca; Trina Poots; Brian Hochberg
Subject: RE: IRP RFP Released

Congratulations to every single member of this team. Your hard work and dedication is greatly appreciated. I have one regret though and that is that I had to step aside but it was done in order not to tarnish your accomplishments here.

D. Ram Singh

Program Authority Integrated Relocation Program/Responsable du Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Bill Troupe [mailto:Bill.Troupe@tpsgc-pwgsc.gc.ca]

Sent: April 29, 2009 2:36 PM

To: Liliane Saint Pierre; Danagher, Dan; Jérôme Thauvette; Francine Deleseleuc; MARIETTE.FYFE-FORTIN@forces.gc.ca; BELOVICH.DM@forces.gc.ca

Cc: Zovatto, Claudia; Scott Leslie; CELINE.BEDARD@forces.gc.ca; ERIC.KAHLER@forces.gc.ca; Todd Lamb; Gagnon, Alain; Tamara Chamberlain; Nathalie Blais; Gary Cooper; Stephane Chevrier; jim jones; Rose Harasym; Vanessa Martin; Annick Gauvin-Fleurant; Mary Lou Devine; Pierre Paquette; Debbie Roberts; Chantal Andrews; KIMBERLY.MACKAY@forces.gc.ca; DANIEL.TUPLING@forces.gc.ca; Singh, Ram; KENNETH.CAMPBELL3@forces.gc.ca; rick.wilson@ppiconsulting.ca; Trina Poots; Brian Hochberg

Subject: IRP RFP Released

Good Day All,

I am pleased to inform you that after a great deal of hard work in the part of all concerned, the Integrated Relocation Program - Request for Proposal will be published on MERX between 5:30 and 6:00 PM today. The RFP will be found on the MERX website www.Merx.com.

PWGSC will advise all respondents to the RFI when this requirement has been posted.

Certainly the conclusion of Phase 1 of this process is a significant milestone. As we enter Phase 2, we can expect some additional requirements in the form of Questions from Bidders, perhaps some media inquiries, all of this culminating with what we hope will be a number of responsive bids.

Your continued support and assistance is highly valued and greatly appreciated.

Regards,

W.J. (Bill) Troupe, CD

Contracts Manager / Gestionnaire des contrats,

Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de
l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux
Canada

Tel / Tél: (819) 956-0972

Cell / Tél: (613) 889-8997

Fax / Téléc: (819) 956-2675

Graham, Don

From: Singh, Ram
Sent: April 29, 2009 4:27 PM
To: Zovatto, Claudia
Cc: Singh, Ram; Gagnon, Alain
Subject: Fw: Feedback - Message to DNCs

As u may recall the new doirective now gives those employees who request a relocation, the same assistance as those the Initial Appointee get. One difference is that our employees are subject to government travel and shipment by CRS versus the IAs.

RLRS is charging the minimal fees as the IAs so they don't book travel and CRS. I am asking DNCs to do this and that is what my message is below

R

From: Eliane Savard <esavard@royalpage2.com>
To: Singh, Ram
Cc: Michel Bonin <MBonin@royalpage2.com>
Sent: Wed Apr 29 16:22:02 2009
Subject: Re: Feedback - Message to DNCs

Hi Ram:

We made three minor changes (in red), to ensure consistency in verbiage.

Otherwise, looks great!

Eliane

>>> Ram.Singh@tbs-sct.gc.ca 29/04/2009 3:40 pm >>

THIS MESSAGE IS FOR ALL DEPARTMENTAL NATIONAL COORDINATORS (DNCs) – INTEGRATED RELOCATION PROGRAM

On April 01, 2009 the new National Joint Council (NJC) Relocation Directive came into effect with a few changes. Changes it is hoped will address your concerns which at times appeared to be left unanswered - specifically the area of Employee requested relocations.

Based on negotiations with the NJC Bargaining Agents we agreed to streamline this area and felt that since the "old Section XII" addressed both Initial Appointees and Employee Requested Relocations we should investigate the possibilities of similarities. In any event the negotiated agreement called for our Indeterminate Employees who seek "Employee Requested Relocation" status be provided relocation assistance in similarity to the Initial Appointees inclusive of registration with the Contracted Relocation Service Provider (CRSP).

However Initial Appointees are not subject to the terms and conditions we as indeterminate employees are subjected to in the areas of travel and shipment of effects (HG&E); hence a logistical problem has surfaced for employee requested relocation candidates. To solve this problem we advise you the national Coordinators to proceed as:

1. your letters of understanding with employees approved for employee requested relocation must clearly state that the employee is fully responsible for all costs over and above the \$5,000 assistance and that

a. the employee will make payment to the department for all commercial travel expenses, and seek reimbursement from the CRSP subject to funding availability;

b. the employee will make payment to the department for all HG&E shipment and seek reimbursement from the CRSP subject to funding availability;

c. the employee may submit all expenses to CRA with the personal tax submission

2. refer all employee requested relocations to the contracted relocation service provider (CRSP) with a clear note advising that the registrant is an employee requested relocation;

3. DNCs will make all travel (subject to interdepartmental processes) and CRS arrangements and provide copies of necessary documentation to the relocating employee;

4. DNCs will obtain signature of employee for full reimbursement of travel and shipment of HG&E costs.

5. The CRSP will provide advance of funds as required and reimburse all other allowable relocation expenses, similar to Initial Appointee relocations and as outlined in section 12 of the NJC RD, subject to funding availability.

6. All other services provided by the CRSP are same as for Initial Appointees.

Ram Singh

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur
613-957-9090

Government of Canada | Gouvernement du Canada

Graham, Don

From: Singh, Ram
Sent: April 30, 2009 1:29 PM
To: Laurendeau, Hélène
Cc: Danagher, Dan; Zovatto, Claudia; Singh, Ram; Gagnon, Alain
Subject: A brief analysis on the housing market affecting federal public servants

Importance: High
Sensitivity: Confidential
Déclassifié par le bureau de l'AIPRP

Recently we have been inundated with news of a declining economy and the massive negative effect it has had on workers and citizens as a whole. There have been reports of massive job losses, former Fortune 500 companies are lining up for federal funding in order to survive etc., and we have heard of property owners walking away from their houses which are eventually auctioned to bidders.

I started to investigate what effect this may have on us fully expecting the Bargaining Agents to come knocking soon – sure enough I have heard recent rumblings about the need to have a closer look at funding assistance because Federal Public Servants (FPS) are facing massive losses. Of course the two Forces (CF and the RCMP) members have the equity protection program in place which allows members to recoup losses – up to \$15,000 from Core (not subject to taxation) and any other amounts from Custom/Personalized funding subject of course to funding availability.

I am attaching a copy of a report for your perusal and for your record because I am certain that Madame Laurendeau will be hearing (if she has not heard to date) from her associates at the NJC Executive Committee. I have also taken the liberty to identify the number of instances we have had FPSs incurring losses; the number of principal properties sold and a brief overview of some "other sales". From these you can see that we should not really be rushing to develop an assistance package (do not forget that in the new Directive we have introduced an incentive of 10% reduction of listing prices to be recovered from Core – similar to EX/GICs).

Reporting Period - January 1, 2007 to April 30, 2009

Number of Principal Residences sold during this period: 1,169

Number of properties sold below original purchase price: 033 (0.03%)

**Listing of properties sold at a loss (below purchase price):
Examples of "other sales":**

Purchase Price	Year	Appraised Val	Sale price
\$ 30,000.00	1985	\$ 53,500.00	\$ 29,500.00
\$ 62,900.00		\$ 54,500.00	\$ 43,000.00
\$ 62,900.00	2004	\$ 62,100.00	\$ 62,000.00
\$ 67,000.00	1999	\$ 31,290.00	\$ 60,000.00
\$ 74,500.00	2005	\$ 110,000.00	\$ 73,000.00
\$	1997		\$

Purchase Price	Year	Appraised Val	Sale price
\$ 12,000.00	2001		\$
\$ 15,000.00	2002		\$
\$ 18,500.00	1982		\$
\$ 25,000.00	1980		\$
\$ 26,000.00	2006		\$
\$ 30,000.00	1980		\$
\$ 33,000.00	1999		\$
\$ 40,000.00	1990		\$
\$ 47,500.00	1984		\$
\$ 52,000.00	1979		\$
\$ 54,000.00	2000		\$
\$ 65,000.00	1980		\$
\$ 69,500.00	1985		\$
\$ 70,000.00	1975		\$

75,000.00			60,000.00
\$ 78,000.00			\$ 75,000.00
\$ 82,000.00		\$ 87,500.00	\$ 80,000.00
\$ 103,000.00	2006	\$ 99,000.00	\$ 101,500.00
\$ 117,000.00	2006	\$ 119,000.00	\$ 100,000.00
\$ 117,000.00	2004	\$ 127,000.00	\$ 115,200.00
\$ 124,000.00	2004	\$ 119,500.00	\$ 112,500.00
\$ 129,900.00	2007	\$ 130,000.00	\$ 128,500.00
\$ 135,000.00	2006	\$ 123,600.00	\$ 129,000.00
\$ 145,500.00	2008	\$ 138,000.00	\$ 136,500.00
\$ 155,000.00	2006	\$ 155,000.00	\$ 145,000.00
\$ 181,500.00	2008	\$ 177,000.00	\$ 169,000.00
\$ 189,900.00	2002	\$ 168,000.00	\$ 160,000.00
\$ 214,000.00	2007	\$ 180,000.00	\$ 194,000.00
\$ 231,150.00	2006		\$ 230,000.00
\$ 232,000.00	2007	\$ 215,000.00	\$ 225,000.00
\$ 268,064.50	2007	\$ 236,000.00	\$ 240,000.00
\$ 289,000.00	2007		\$ 270,000.00
\$ 306,000.00	2007	\$ 312,000.00	\$ 305,000.00
\$ 310,000.00	2007	\$ 317,500.00	\$ 302,000.00
\$ 312,000.00	2007	\$ 675,000.00	\$ 635,000.00
\$ 318,000.00	2006	\$ 310,000.00	\$ 313,000.00
\$ 339,849.77	2007	\$ 332,500.00	\$ 325,000.00
\$ 345,900.00	2008	\$ 332,500.00	\$ 300,000.00
\$ 364,000.00	2007	\$ 321,000.00	\$ 285,000.00
\$ 405,000.00	2003	\$ -	\$ 360,000.00
\$ 489,000.00	2003	\$ 440,000.00	\$ 425,000.00
\$	1999		\$

579,000.00			489,000.00

I hope that this is helpful.

R

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Graham, Don

From: Singh, Ram
Sent: April 30, 2009 2:46 PM
To: 'DANIEL.TUPLING@forces.gc.ca'; ERIC.KAHLER@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Gagnon, Alain
Cc: dantupling@rogers.com; KELLY.GASH@forces.gc.ca
Subject: RE: Next Activities for the TA Working Group

Importance: High

Thanks folks but i will be assisting in the background with answers to the questions etc.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: April 30, 2009 2:37 PM
To: ERIC.KAHLER@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Gagnon, Alain; Singh, Ram
Cc: dantupling@rogers.com; KELLY.GASH@forces.gc.ca
Subject: RE: Next Activities for the TA Working Group

How are everybody's schedules for next week; does 1300-1500 Monday 4 May here at the Constitution Bldg sound good? If not, when are you not available?

Major F.R. Dan Tupling
DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Thursday, 30, April, 2009 10:32 AM
To: 'Todd.Lamb@rcmp-grc.gc.ca'; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Cc: 'dantupling@rogers.com'; 'Alain.Gagnon@tbs-sct.gc.ca'
Subject: Re: Next Activities for the TA Working Group

How about we set something up next week. Dan please coord.

Sent from my wireless handheld device / Transmis de mon appareil portable

----- Original Message -----

From: Todd Lamb <Todd.Lamb@rcmp-grc.gc.ca>
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Cc: dantupling@rogers.com <dantupling@rogers.com>; Alain.Gagnon@tbs-sct.gc.ca <Alain.Gagnon@tbs-sct.gc.ca>
Sent: Thu Apr 30 08:02:48 2009
Subject: RE: Next Activities for the TA Working Group

I would like to get together to discuss the way forward.

There are many issues that need to be put on the table so we know what needs to get done.

Todd

>>> <ERIC.KAHLER@forces.gc.ca> April 28, 2009 3:11 pm >>>
Dan: A bit premature yet, We need to talk.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de
réinstallation Chief of Military Personnel | Chef du personnel militaire National Defence
| Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone
| 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) |
Téléimprimeur (Défense nationale)
1-800-467-9877
Government of Canada | Gouvernement du Canada

>
>

> From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Sent: Tuesday, 28, April, 2009 14:38 PM
> To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Cc: 'Todd Lamb'; Alain.Gagnon@tbs-sct.gc.ca; 'Daniel F.R. Tupling'
> Subject: Next Activities for the TA Working Group
>
> Hi sir,
> Now that the SOR & EC are with PWGSC I was considering the next Tasks
for the TA Working Group:
> 1. review MOP, BOP, EP
> 2. respond to RFP questions
> 3. plan Evaluation strategy plan
> a. identify reps/evaluators
> b. arrange facilities > -> room including secure lockup
> 4. develop MOU
>
> Should we meet sometime in the near future to discuss our next
steps?
>
>
> Major F.R. Dan Tupling
> DRBM ASO
> Director Relocation Business Management - Advisory Services Officer
> Fax/Télécopieur : (613) 996-7912 | * (613) (996-0116)
> <mailto:DANIEL.TUPLING@forces.gc.ca>
>
>

Graham, Don

From: Singh, Ram
Sent: April 30, 2009 3:36 PM
To: Zovatto, Claudia; Gagnon, Alain
Cc: Singh, Ram
Subject: RE: IRP RFP Evaluation Team

Thank you and that puts it to rest

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: April 30, 2009 3:33 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: FW: IRP RFP Evaluation Team

fyi

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Danagher, Dan
Sent: April 30, 2009 3:32 PM
To: 'scott.leslie@tpsgc-pwgsc.gc.ca'
Cc: 'Jerome.Thauvette@tpsgc-pwgsc.gc.ca'; 'Francine Deleseleuc';

'CELINE.BEDARD@forces.gc.ca'; 'DAVID.BELOVICH@forces.gc.ca'; Zovatto, Claudia;
'bill.troupe@tpsgc-pwgsc.gc.ca'; 'Tamara.Chamberlain@tpsgc-pwgsc.gc.ca';
'FyfeFortin.M@forces.gc.ca'

Subject: IRP RFP Evaluation Team

The DG Management Board today confirmed two things:

IRP RFP Evaluation Team

- The DG Management Board has the sole authority to confirm the membership of the RFP evaluation team.
- The client departments' members of evaluation team are:
 - Celine Bédard, DND
 - Eric Kahler, DND
 - Todd Lamb, RCMP
 - Alain Gagnon, TBS
- DND, RCMP, and TBS were asked to identify alternative representatives to the above within the next 3 weeks and certainly no later than the end of the solicitation period.

Bidders Question Management Protocol

- PW will receive and log all bidders' questions and forward them (target: same day) to DND (Materiel). PW will establish turnaround times (target: 2 business days).
- Celine Bédard (and/or her alternate – possibly Michel Brisebois) will be the prime coordinator for all responses.
- Cmdr Kahler will act as prime technical authority and will provide all the technical information/responses required to Céline. Further, he will be responsible for engaging Todd Lamb and Alain Gagnon when required.
- Cmdr Kahler and Celine will establish their own routing protocol and all responses will be copied to the working group.
- Any response requiring DG direction must be escalated quickly. To that end, the DG Management Board will be prepared to meet, via conference call, on a weekly or more frequent basis throughout the solicitation period.

Dan Danagher

Executive Director | Directeur exécutif

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

Dan.Danagher@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Zovatto, Claudia
Sent: May 4, 2009 12:39 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: RE: IRP RFP Evaluation Team

We have discussed about the best route to follow. We named people (even on an interim basis) Thursday. We do need to determine who would best serve our interests. If you could get a couple of DNC names that may have an interest, that would be great. Just to clarify, I understand that there would not be any coaching by the WG – they would not interact with the Eval Team while they are going through the bids. The Eval team may request specific expertise (ie to look at the IT plans).

thanks

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Gagnon, Alain
Sent: May 4, 2009 10:14 AM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: IRP RFP Evaluation Team
Importance: High

Claudia,

I'm not certain I understand this email, I was under the impression that from the beginning we didn't want to use the members of the WG as reviewers, and I believe that this was the fairness monitors and PW legal advice also. I discussed this with Ram and he informed me that at the last bid (2) consultants were brought in for TBS. Do we want to go that route? Wouldn't Roman be a good candidate? I can also ask some of our DNCs, but would need to know how many people we want on this from each entities. I strongly believe that the WG should not get directly involved in reviewing the bids, but just be there to (coach) and assist the reviewers when or if in need of clarification etc.

Alain Gagnon

Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5

Alain.Gagnon@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: April 30, 2009 3:33 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: FW: IRP RFP Evaluation Team

fyi

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Danagher, Dan
Sent: April 30, 2009 3:32 PM
To: 'scott.leslie@tpsgc-pwgsc.gc.ca'
Cc: 'Jerome.Thauvette@tpsgc-pwgsc.gc.ca'; 'Francine Deleseleuc';
'CELINE.BEDARD@forces.gc.ca'; 'DAVID.BELOVICH@forces.gc.ca'; Zovatto, Claudia;
'bill.troupe@tpsgc-pwgsc.gc.ca'; 'Tamara.Chamberlain@tpsgc-pwgsc.gc.ca';
'FyfeFortin.M@forces.gc.ca'
Subject: IRP RFP Evaluation Team

The DG Management Board today confirmed two things:

IRP RFP Evaluation Team

- The DG Management Board has the sole authority to confirm the membership of the RFP evaluation team.
- The client departments' members of evaluation team are:
 - Celine Bédard, DND
 - Eric Kahler, DND
 - Todd Lamb, RCMP
 - Alain Gagnon, TBS
- DND, RCMP, and TBS were asked to identify alternative representatives to the above within the next 3 weeks and certainly no later than the end of the solicitation period.

Bidders Question Management Protocol

- PW will receive and log all bidders' questions and forward them (target: same day) to DND (Materiel). PW will establish turnaround times (target: 2 business days).
- Celine Bédard (and/or her alternate – possibly Michel Brisebois) will be the prime coordinator for all responses.
- Cmdr Kahler will act as prime technical authority and will provide all the technical information/responses required to Céline. Further, he will be responsible for engaging Todd Lamb and Alain Gagnon when required.
- Cmdr Kahler and Celine will establish their own routing protocol and all responses will be copied to the working group.
- Any response requiring DG direction must be escalated quickly. To that end, the DG Management Board will be prepared to meet, via conference call, on a weekly or more frequent basis throughout the solicitation period.

Dan Danagher

Executive Director | Directeur exécutif

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Dan.Danagher@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |

Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Graham, Don

From: Singh, Ram
Sent: May 5, 2009 8:46 AM
To: Zovatto, Claudia
Subject: RE: CERC 2009 Symposium

Yeah right a program authority who has no clue about where we are in anything in the retendering process.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: May 5, 2009 7:37 AM
To: Singh, Ram
Subject: Re: CERC 2009 Symposium

I know, but you are the P. Authority

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

From: Singh, Ram
To: Zovatto, Claudia
Sent: Mon May 04 23:11:00 2009
Subject: Re: CERC 2009 Symposium

I am not part of any of the retendering process

From: Zovatto, Claudia
To: Singh, Ram
Sent: Mon May 04 12:39:57 2009
Subject: RE: CERC 2009 Symposium

Please submit a Travel Authorization form

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: May 4, 2009 12:20 PM
To: Zovatto, Claudia
Subject: FW: CERC 2009 Symposium

I need to confirm my attendance – I will drive down and be staying

Thanks

R

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: SYMPOSIUM-CERC [mailto:symposium@cerc.ca]
Sent: April 29, 2009 4:22 PM
To: Singh, Ram
Subject: CERC 2009 Symposium



April 28, 2009

Dear Ram,

I am writing to invite you to attend the Canadian Employee Relocation Council's third annual workforce symposium *"Building Canada's Workforce for the New Economy"* in Toronto on June 3rd.

While economic challenges continue to dominate the news, we are of the view that workforce mobility will be a key contributor to economic recovery and that skilled labour shortages will grow as the recovery takes hold.

We're taking this opportunity to reinforce with our members the need to think ahead - to plan for future talent supply and deployment.

Headlining the day is leading economist and TV broadcaster Linda Nazareth who recently said, *"This is the biggest shift in the economy that most of us are likely to see in our lifetimes... staying ahead of*

the curve means understanding as much as possible what is happening now and what comes next."
Ms. Nazareth will bring a clear perspective to all of the noise around us.

By attending this remarkable one day event you'll gain insights into the future of our economy and our changing workplaces – knowledge that will position you to be a more strategic resource in your organization. You'll learn more about:

- what the workforce of the future will look like
- how successful organizations are preserving the talent needed to thrive in the "new economy"
- building your talent management pipeline
- how Canada's immigration system is adapting to labour market trends

To register visit <https://www.cerc.ca/Events/Symposium/tabid/86/Default.aspx>

I hope that you will join us. Please forward this invitation to your colleagues and friends you think would benefit from attending.

Best Regards,

Steve

Stephen Cryne
President & CEO
Canadian Employee Relocation Council
180 Dundas St W, Suite 1010
Toronto, ON M5G 1Z8

Tel: 416-593-9812
Toll-Free: 1-866-357-CERC (2372)
Fax: 416-593-1139
www.cerc.ca

Leadership for Workforce Mobility

Singh, Ram

From: Zovatto, Claudia
Sent: May 19, 2009 11:58 AM
To: Singh, Ram; Gagnon, Alain
Subject: RE: Irp question

Ram,
Respectfully, I will still ask for your very informed advice as it has proved invaluable - we may not always agree on every aspect but that does not change its value to me and the organization.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: May 19, 2009 11:55 AM
To: Zovatto, Claudia; Gagnon, Alain
Cc: Singh, Ram
Subject: RE: Irp question

Respectfully I will stand down and not provide any advice on this file.

However I feel that there must be a minimum and if anyone checks the previous documents you will see that it says at a minimum. I am never said they have to have just those. In any event I am not involved on this file and I have no more comments on it, respectfully please.

The press provided me with enough updates which are very interesting.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de
réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en
politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et
politiques administratives Labour Relations & Compensation Operations | Relations de
travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Zovatto, Claudia
Sent: May 19, 2009 11:52 AM
To: Singh, Ram; Gagnon, Alain
Subject: RE: Irp question

Ram,
I would respectfully disagree - especially in this day and age does there always need to be a face-to-face discussion? What about video teleconference? Since they have to come at their expense I don't think this is a problem.

With respect to the regional offices, I think that this is really for the private sector entity to decide - what if they choose to have 8 offices to align with their existing business - would we say no? The key here is to underline that they need to organize themselves so as to meet the service delivery standards.

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: May 19, 2009 10:43 AM
To: Gagnon, Alain; Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: Irp question

I disagree with this legal opinion - the lawyer from DOJ does not need to meet with RLRS we do.

We need a central office central to the operations of the Federal government which is NCR

We need regional offices because of the need for regions to be able to liaise with the CRSP.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de
réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en
politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et
politiques administratives Labour Relations & Compensation Operations | Relations de
travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Gagnon, Alain
Sent: May 19, 2009 10:41 AM
To: Singh, Ram; Zovatto, Claudia
Subject: Re: Irp question

Thanks Ram,

Just to touch on a couple points, the CF have these offices because they offer face to face to all members we don't except for the very few EX-GIC that take this option. CF are seriously looking at one central office in the next contract and no face to face.

The central office no longer need to be in ottawa legal at jistice said that they were required to be in canada and able to meet the entities in 24 hours notice at their own expense.

Just for info,
A. Gagnon. (Sent from Blackberry)

----- Original Message -----

From: Singh, Ram
To: Gagnon, Alain; Zovatto, Claudia

Cc: Singh, Ram
Sent: Tue May 19 10:31:02 2009
Subject: RE: Irp question

We must have regional offices because then everything goes through one office the central office and that is not appropriate.

We require regional offices as originally established. For this same reason the CF has regional offices on their bases.

The central office has to be In Ottawa (NCR) and at least 4 regional offices We currently have offices in Montreal, Winnipeg, Vancouver, Calgary, Halifax, Ottawa - because of the volume situation we have two additional offices than what the contract asks for. We asked for Montreal, Vancouver, Calgary and Halifax originally but the volume necessitated the need.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Gagnon, Alain
Sent: May 19, 2009 10:26 AM
To: Zovatto, Claudia; Singh, Ram
Subject: Irp question

For some strange reason the office regions were dropped out of the final SOR. So we are asked by the industries if we want to identify regions or simply go with a central office.

So I would need help with this decision, my question is do we as GOC want to have regions were the service provider would have to man these offices. RCMP dont mind either way so they dont want to make that decision.

If we decide yes for regional offices where do we want these?

Alain
A. Gagnon. (Sent from Blackberry)

Singh, Ram

From: Zovatto, Claudia
Sent: May 19, 2009 12:05 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: RE: SITREP On IRP Questions

Excellent – thanks.

Could you please provide me with the contact info for the person you wanted to recommend for the evaluation ctte (I think it was Natalie). I would like to call her (and her manager) and get that all arranged.

Claudia Zovatto
 Senior Director | Directeur principal
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Claudia.Zovatto@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-952-3002
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Gagnon, Alain
Sent: May 19, 2009 9:22 AM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: FW: SITREP On IRP Questions

Claudia,

Here is a SITREP below from Eric on the work we have been doing with the questions from industries. A total of 133 questions came our way, and we have about 15 questions left to answer. Another 23 questions we will have to formulate a proposed answer but we feel that it would need SME (IT and security) or legal to verify and amend accordingly (attached document).

We were asked by PW to have the questions answered by noon on 21 May. We should be done by then. So you know, I'll be at the constitution building for the next couple of days still, but reachable on my bb.

Alain.

Alain Gagnon
 Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0G5
 Alain.Gagnon@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
 613-957-9090
 Government of Canada | Gouvernement du Canada



From: Kahler Kahler [mailto:kahler@rogers.com]
Sent: May 17, 2009 6:45 PM
To: ERIC.KAHLER@forces.gc.ca; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Cc: PRI.IRP@tpsgc-pwgsc.gc.ca; Bill.Troupe@tpsgc-pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca; belovich.dm@forces.gc.ca; todd.lamb@rogers.com; Gagnon, Alain; DANIEL.TUPLING@forces.gc.ca; dantupling@rogers.com
Subject: SITREP On IRP Questions

Please find attached a summary of the status of the questions that were assigned to the client group. Given that some of the questions had multiple parts we calculated that we were asked 133 questions and the attached spreadsheet portrays this.

After our sessions Fri, Sat and Sun we have prepared responses for 95 questions or 71% of the total. There are 23 or 17 % for which we feel we need assistance or guidance from SME's and or PWGSC. We will have preliminary answers for the remaining 15 questions on Tuesday.

For the ones where we need assistance, it would be appreciated if these questions could be reviewed by the action addressees in preparation for discussion earley next week. The actual responses to the questions are still undergoing review and will be provided through the agreed channels next week.

Eric

From: "ERIC.KAHLER@forces.gc.ca" <ERIC.KAHLER@forces.gc.ca>
To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Cc: PRI.IRP@tpsgc-pwgsc.gc.ca; Bill.Troupe@tpsgc-pwgsc.gc.ca; CELINE.BEDARD@forces.gc.ca; kahler@rogers.com
Sent: Sunday, May 17, 2009 5:29:25 PM
Subject: Re: IRP - RFP - Questions-14 May 09 - Draft responses

I will send you a status report shortly.

Sent from my wireless handheld device / Transmis de mon appareil portable

----- Original Message -----

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>
Cc: PRI - IRP <PRI.IRP@tpsgc-pwgsc.gc.ca>; Bill Troupe <Bill.Troupe@tpsgc-pwgsc.gc.ca>; Bedard C@ADM (Mat) D Maj Proc@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Fri May 15 12:21:51 2009
Subject: RE: IRP - RFP - Questions-14 May 09 - Draft responses

Good afternoon Michel

I have inserted some comments (red text) and suggestions (blue text) into the attached document. I offer this for the working groups consideration on these questions specifically, but some points will likely also apply to the additional questions sent over yesterday. You will note that we have attempted to revise any incorrect RFP

references.

I am available to discuss if/as required.

Merci / Regards,

Tamara Chamberlain
Autorité Contractante du PRI / IRP Contract Authority
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5
Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: MICHEL.BRISEBOIS@forces.gc.ca [mailto:MICHEL.BRISEBOIS@forces.gc.ca]
Sent: Thursday, May 14, 2009 2:29 PM
To: Stephane Chevrier
Cc: PRI - IRP; Tamara Chamberlain; Bill Troupe; CELINE.BEDARD@forces.gc.ca; ERIC.KAHLER@forces.gc.ca
Subject: IRP - RFP - Questions-14 May 09 - Draft responses

<<IRP - RFP - Questions-14 May 09.doc>>

Hi Stephane, attached are our draft responses for your review, you will note that there are a few references that were not related to the question, but I think we cover them off well...please advise asap so we can send up to our DG...thanks

Graham, Don

From: Singh, Ram
Sent: May 22, 2009 9:44 AM
To: 'mbonin@royalpage2.com'
Cc: 'kahler.ec@forces.gc.ca'; 'Todd.Lamb@rcmp-grc.gc.ca'; Singh, Ram
Subject: Re: Performance Measurement

Thank you michel - we will establish a date for our meeting shortly and relay that information to you

D Singh
IRP Program Authority

From: Michel Bonin <MBonin@royalpage2.com>
To: Singh, Ram
Cc: KAHLER.EC@forces.gc.ca <KAHLER.EC@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
Sent: Fri May 22 09:41:55 2009
Subject: Re: Performance Measurement

Good morning Ram:

Sorry for the delay to respond to your message. We are working on a very important project at this time. I attach the updated NJC Contractual Obligations document for your review. We are as well, working on updating the RCMP and the CF versions and should be able to provide you with the final documents in the near future. As for your request for a meeting, anytime in early July would be convenient for RLRS. Please let me know your preferred dates.

Thank you for your patience and let me know if any questions arise.

Best regards,

Michel

Michel Bonin
Associate Vice President, Government Services
Royal LePage Relocation Services
100 Sparks Street, Suite 801
Ottawa (Ontario) K1P 5B7
Tel.: (613) 236-3011
Fax: (613) 236-8231
mbonin@rlrs.com
www.irp-pri.com

A Brookfield Asset Management Company

Michel Bonin
Vice-président associé, Services gouvernementaux
Services de relogement Royal LePage
100 rue Sparks, Bureau 801
Ottawa (Ontario)

K1P 5B7

Tél: (613) 236-3011

Télé: (613) 236-8231

mbonin@rlrs.com

www.irp-pri.com

Une compagnie de Brookfield Asset Management

Cette communication doit être reçue seulement par le/la destinataire(s) et l'information contenue est de nature privilégiée, confidentielle et sujette au droit d'auteur. Tout emploi non autorisé de ce message est interdit. Si cette communication vous a été acheminée par erreur, veuillez en aviser le/la soussigné(e) immédiatement. Merci.

This communication is intended to be received by the individual or entity to whom or to which it is addressed and contains information that is privileged, confidential and subject to copyright. Any unauthorized use, copying, review or disclosure is prohibited. If received in error, please contact the sender immediately. Thank you.

>>> <Ram.Singh@tbs-sct.gc.ca> 11:33 am April 29, 2009 >>>

Hi Michel!

Because of the pressures in the development of retendering the Relocation services Contract and the priorities on the job we were forced to set aside a document and a very important task which we all were endeavouring to put into practice – the Performance Measurement Tool. The tool developed by Major Tupling and applied by all three clients was a very informative and useful document and I wish to have that process recommence effective immediately.

If you would be so kind as to generate the data for us effective the last report to current I would appreciate it very much. In the mean time I am asking my associates identified above and yourself to provide me with a few dates at which time we can meet and discuss at length the document and your data.

Please be reminded that this was a requirement that emanated from the last Auditor General's findings.

Thank you.

D. Ram Singh

Program Authority IRP/Responsable du Programme de réinstallation intégrée

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

ram.singh@tbs-sct.gc.ca

Telephone | Téléphone 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada

2011-01-27

000530

Graham, Don

From: Singh, Ram
Sent: June 1, 2009 7:51 AM
To: 'EKikuchi@justice.gc.ca'
Cc: Zovatto, Claudia; 'DRasmuss@justice.gc.ca'; Blanchard, Isabel; 'SBelley@justice.gc.ca'; Singh, Ram
Subject: Re: Notebooks

Elizabeth I am not going to be able to meet w u until tomorrow R

----- Original Message -----

From: Kikuchi, Elizabeth <EKikuchi@justice.gc.ca>
To: Singh, Ram
Cc: Zovatto, Claudia; Rasmussen, Derek <DRasmuss@justice.gc.ca>; Blanchard, Isabel; Belley, Sandra <SBelley@justice.gc.ca>
Sent: Thu May 28 10:24:59 2009
Subject: RE: Notebooks

Great thanks.

Our office is located in the Bank of Canada building, east tower. The building faces Wellington and Sparks streets and is between Kent and Bank Street. Let's plan to meet at 1:30. When you arrive please call either myself (957-4636) or my assistant, Sandra (957-4900) and we will come down and escort you upstairs.

Elizabeth Kikuchi
Counsel | Avocate
Department of Justice | Ministère de la justice Civil Litigation Section | Section du contentieux des affaires civiles
234 Wellington Street, East Tower | 234, rue Wellington, Tour Est Room 1256 | Pièce 1256
Ottawa, Canada K1A 0H8 elizabeth.kikuchi@justice.gc.ca Telephone | Téléphone: (613) 957-4636 Facsimile | Télécopieur: (613) 954-1920 Government of Canada | Gouvernement du Canada

CONFIDENTIALITY NOTICE: The contents of this email are confidential and reserved for the sole use of the intended recipients. Any use, disclosure or copying of the information is strictly prohibited. This email may also contain information protected by solicitor-client privilege. If you receive this message in error, please notify the sender immediately and destroy the original message and all copies. Thank you.

AVIS: Ce courriel contient des renseignements confidentiels dont l'usage est réservé exclusivement à la personne à laquelle il est destiné. Toute utilisation, divulgation ou reproduction de cette information est strictement interdite. Ce courriel peut aussi contenir de l'information privilégiée qui est protégée par le secret professionnel de l'avocat-client. Si vous recevez cette communication par erreur, veuillez en aviser l'auteur immédiatement et détruire l'original et toute copie. Merci

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: May 28, 2009 10:16 AM
To: Kikuchi, Elizabeth
Cc: Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Notebooks

Monday it is

----- Original Message -----

From: Kikuchi, Elizabeth <EKikuchi@justice.gc.ca>
To: Singh, Ram
Cc: Blanchard, Isabel; Rasmussen, Derek <DRasmuss@justice.gc.ca>
Sent: Thu May 28 09:50:40 2009
Subject: Notebooks

Ram,

Thank you,

Elizabeth Kikuchi
Counsel | Avocate
Department of Justice | Ministère de la justice Civil Litigation Section | Section du
contentieux des affaires civiles
234 Wellington Street, East Tower | 234, rue Wellington, Tour Est Room 1256 | Pièce 1256
Ottawa, Canada K1A 0H8 elizabeth.kikuchi@justice.gc.ca Telephone | Téléphone: (613)
957-4636 Facsimile | Télécopieur: (613) 954-1920 Government of Canada | Gouvernement du
Canada

CONFIDENTIALITY NOTICE: The contents of this email are confidential and reserved for the sole use of the intended recipients. Any use, disclosure or copying of the information is strictly prohibited. This email may also contain information protected by solicitor-client privilege. If you receive this message in error, please notify the sender immediately and destroy the original message and all copies. Thank you.

AVIS: Ce courriel contient des renseignements confidentiels dont l'usage est réservé exclusivement à la personne à laquelle il est destiné. Toute utilisation, divulgation ou reproduction de cette information est strictement interdite. Ce courriel peut aussi contenir de l'information privilégiée qui est protégée par le secret professionnel de l'avocat-client. Si vous recevez cette communication par erreur, veuillez en aviser l'auteur immédiatement et détruire l'original et toute copie. Merci

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: June 9, 2009 2:21 PM
To: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca; Gagnon, Alain
Subject: Re: FW: Clarification Questions

Sensitivity: ~~Confidential~~ Déclassifié par le bureau de l'AIPRP

Ram

Good pts. Recommend you return to silent mode, thanks.

Sent from my wireless handheld device / Transmis de mon appareil portable

----- Original Message -----

From: Ram.Singh@tbs-sct.gc.ca <Ram.Singh@tbs-sct.gc.ca>
To: Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Alain.Gagnon@tbs-sct.gc.ca <Alain.Gagnon@tbs-sct.gc.ca>
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca <Ram.Singh@tbs-sct.gc.ca>
Sent: Tue Jun 09 13:52:28 2009
Subject: RE: FW: Clarification Questions

I have intentionally stayed out of all these debates but I feel I have to step in here and caution you that u are threading in very suspicious grounds here.

Why should we guarantee a service provider a number to ensure profit? Will the service provider guarantee us a rebate if we exceed the volume? Will we get discounted rates? What happens to staffing tables if volumes fluctuate and how long will we have to wait before the staffing is corrected?

In the past we identified an estimate of our volumes e.g.: GOC @ 1,000 min, RCMP at 1,500 min and CF at 5/8,000 minimum or so and we go from there at one rate. The service provider should be taking some risks too!

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]
Sent: June 9, 2009 1:47 PM
To: DANIEL.TUPLING@forces.gc.ca; Gagnon, Alain; Singh, Ram
Cc: ERIC.KAHLER@forces.gc.ca
Subject: Re: FW: Clarification Questions

I can raise this issue. Is \$5 million going to make a difference?

Is anyone able to calculate the trade off between the Admin Fee and the Minimum BV?

I think it is safe to assume that the higher the minimum the lower the admin fee (to a point).

How much of a reduction in the Admin Fee (if any) are we expecting by raising the minimum

to \$5 million.

Any risk that the contractor takes on will have a cost and the reverse should be true.

I think we are only focussing on half the equation. What happens if the opposite occurs and Canada does 20 - 30% more relocations. Shouldn't we expect a volume discount? Is it too late to go back to the having the Admin Fee on a sliding scale with a minimum number of relocations?

Todd

>>> <DANIEL.TUPLING@forces.gc.ca> June 9, 2009 12:52 pm >>>
Would GOC/TBS & RCMP each be willing to guarantee a minimum of \$1M annually, if CF guarantees \$3M?

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 9, June, 2009 12:28 PM
To: Belovich Col DM@CMP DGCB@Ottawa-Hull
Cc: Gash Maj KM@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Re: Clarification Questions

Million won't cut it. I think we should offer 3m from CF and maybe 1M from each of RCMP and GOC annually. At 2k per file that is still only 2500 moves total per year and surely something we will achieve (1500 from CF). It is still not much and thus reduces our risk but may encourage bidders. Also may help with the OAG. The real P-O is that this has been item from day one for which TA pts were dismissed.

From: Belovich Col DM@CMP DGCB@Ottawa-Hull
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Tue Jun 09 11:14:26 2009
Subject: Fw: Clarification Questions

Thoughts?

Col D.M. Belovich, DGCB, 613.698.5043

Sent from my wireless handheld device / Transmis de mon appareil portable

From: Scott Leslie
To: Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Belovich Col DM@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Francine.Deleseleuc@rcmp-grc.gc.ca ; Jérôme Thauvette ; Dan.Danagher@tbs-sct.gc.ca
Cc: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull; Tamara Chamberlain ; Todd.Lamb@RCMP-GRC.gc.ca ; Bill Troupe ; Alain.Gagnon@tbs-sct.gc.ca ; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; PRI - IRP ; Claudia.Zovatto@tbs-sct.gc.ca
Sent: Tue Jun 09 09:20:38 2009
Subject: RE: Clarification Questions

Thanks for all the responses. It looks like we have a consensus on the proposed answers. I'd just like to do a check regarding the proposal to increase the minimum guaranteed revenue from \$100k over 5 years to \$1M/year for 5 years as an additional response to the concerns expressed by the bidder.

Are the client departments interested in making this change (and providing the required associated funding assurances)? I think that it does have the significant advantage of making the minimum less of an obvious token while still keeping the risk of not meeting the minimums very low (it would represent about 500 moves per year @ \$2k/move).

Scott

From: MARIETTE.FYFE-FORTIN@forces.gc.ca
[mailto:MARIETTE.FYFE-FORTIN@forces.gc.ca]
Sent: Monday, June 08, 2009 5:01 PM
To: Scott Leslie; DAVID.BELOVICH@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca;
Francine.Deleseleuc@rcmp-grc.gc.ca;
Jérôme Thauvette; Dan.Danagher@tbs-sct.gc.ca
Cc: CELINE.BEDARD@forces.gc.ca; Tamara Chamberlain; Todd.Lamb@RCMP-GRC.gc.ca; Bill
Troupe; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca;
DANIEL.TUPLING@forces.gc.ca; PRI - IRP; Claudia.Zovatto@tbs-sct.gc.ca
Subject: RE: Clarification Questions

Hi Scott,

I support your proposed response below.

However my view somewhat differ from the sense that an opening was being proposed towards a guaranteed annual business volume. On the contrary, Bill's proposal was to manage potential significant program volume changes through contract amendment, much in the same spirit as AWR would be managed. There would be some work to define significant program volume changes in terms of measures, but on the other hand should there be some, fairness to the supplier must be a value adhered to and flexibility built in the contract to implement it. In any case, that is conceptual rhetoric we can discuss separately, and as indicated earlier, I support your proposed response as indicated in the emails attached below.

Mariette Fyfe-Fortin
Director General Procurement Services / Directeur Général Services d'acquisition Matériel
Group / Groupe des matériels National Defence / Défense nationale
613-996-8935

From: Scott Leslie [mailto:Scott.Leslie@tpsgc-pwgsc.gc.ca]
Sent: 8 juin 2009 16:26
To: Belovich Col DM@CMP DGCB@Ottawa-Hull; Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Francine.Deleseleuc@rcmp-grc.gc.ca;

Jérôme Thauvette; Dan.Danagher@tbs-sct.gc.ca
Cc: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull; Tamara Chamberlain; Todd.Lamb@RCMP-GRC.gc.ca; Bill Troupe; Alain.Gagnon@tbs-sct.gc.ca; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; PRI - IRP; Claudia.Zovatto@tbs-sct.gc.ca
Subject: RE: Clarification Questions

I think that we need to be very cautious on this. We are being led onto to slippery slope where we would be providing a guaranteed annual business volume. There are many complications once we start down that path: under what conditions do we agree to renegotiate (drop in volume of 10%/20%/30%), what period would be measured, when does the first period start, what if the dip is only temporary, do we renegotiate again if volumes go back up, when would revised prices kick in (retroactive?), on what basis would we conduct the negotiations, etc. The devil really is in the details.

I would suggest that we concentrate on answering the questions that have been asked. I am not comfortable with the new, undefined terminology the bidder has introduced. I don't know what "prohibited" and "restricted" mean in this context. I think that we should provide assurances that we are not intending to deviate from the status quo. A draft response is provided below for consideration. In my view the only other practical alternative (or if desired, supplement) would be to increase the minimum revenue guarantee (to, say, \$1M/year for each of the five base years). This would require a firm commitment from the clients to pay regardless of circumstances since PWGSC could not accept the risk of having to pay this amount in any circumstance.

PW Q5.2

"We re-state the objection made on May 13, 2009 to the requirement in the RFP for the winning Contractor to remain in "a state in readiness" throughout the term of the Contract, despite that Canada may only request \$100,000 in Work. A "state of readiness" that meets the SOR would cost the Contractor millions of dollars per month (in salaries, office space, bank facilities, IT and communication infrastructure, etc.).

As currently written, the RFP clearly favours a bidder with no meaningful assets

- i.e. a bidder that could readily seek protection in bankruptcy in the eventuality that the Crown took all relocation activity in-house.

We remain concerned that because of the onerous requirement to remain in a state of readiness regardless of the amount of Work requested Canada will not receive any meaningful bids from bidders who have the resources and ability to deliver proper services; or worse, the Crown may receive no bids at all.

In addition, Canada has now indicated that there are certain relocations that Canada will choose to do in-house. The examples that Canada has provided are what are considered "prohibited" moves under PWGSC policies.

1. Will Canada clarify and confirm that it does not intend to bring "restricted" relocations in-house?

2. Will Canada modify the state of readiness requirement such that if Canada does intend to or does in fact bring "restricted" moves in-house, the Contractor will not be required to remain in a state of readiness throughout the Contract Term?"

PW R5.2

1. It is Canada's intention that relocation services, traditionally provided to Canada under the existing Integrated Relocation Program

(IRP) contracts, will continue to be provided by the Contractor under the resulting IRP contract during the term of that contract.

As stated under R4.13, Canada currently handles some relocation types in-house (for example: new CF Recruits, new RCMP officers being relocated to Depot, and other extraordinary relocations that may impact on the health and/or security of the M/E). It is Canada's intention to continue this practice under the resulting IRP contract. Canada does not intend to extend the scope of in-house relocations beyond these areas, though consideration is being given to adding some or all of these types of relocations to the IRP contract. Modifications contemplated to the IRP, will be managed via formal contract amendment, in accordance with Annex A, Section 7.0 Additional Work Requirements.

Notwithstanding the above please note that RFP article 4.1.1, paragraph 2, specifically acknowledges that, "During the ramp up period, from 1 December 2009 to 28 February 2010, the Contractor must perform the Work required under the Contract. It is agreed and understood that during this period the Contractor might not have reached full capacity and might not be able to provide all relocation and associated services to be conducted under the Contract. Canada reserves the right to arrange for alternate relocation services during this period by other means such as in-house services or the use of third party services providers until Canada is satisfied that the Contractor has reached and demonstrated full capacity."

2. Based on the clarification provided under PW R5.2, 1. above, Canada confirms that the Contractor is required to remain in a state of readiness throughout the term of the Contract as defined in the RFP documents.

Scott

From: Claudia.Zovatto@tbs-sct.gc.ca
[mailto:Claudia.Zovatto@tbs-sct.gc.ca]
Sent: Monday, June 08, 2009 11:18 AM
To: DAVID.BELOVICH@forces.gc.ca; MARIETTE.FYFE-FORTIN@forces.gc.ca;
MICHEL.BRISEBOIS@forces.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca;
Jérôme Thauvette; Dan.Danagher@tbs-sct.gc.ca
Cc: CELINE.BEDARD@forces.gc.ca; Tamara Chamberlain; Todd.Lamb@RCMP-GRC.gc.ca; Bill
Troupe; Scott Leslie; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca;
DANIEL.TUPLING@forces.gc.ca; PRI - IRP
Subject: RE: Clarification Questions

Colleagues,

TBS also concurs - and we are not sure that a meeting is required. As the main driver is the CF, if they are willing to have a potential reopener we will support.

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur
613-952-3002 / Teletypewriter | Téléimprimeur 613-952-3002

Government of Canada | Gouvernement du Canada

From: DAVID.BELOVICH@forces.gc.ca [mailto:DAVID.BELOVICH@forces.gc.ca]

Sent: June 8, 2009 10:47 AM

To: MARIETTE.FYFE-FORTIN@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca;
Francine.Deleseleuc@rcmp-grc.gc.ca; jerome.thauvette@pwgsc.gc.ca; Danagher, Dan
Cc: CELINE.BEDARD@forces.gc.ca; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca;
Todd.Lamb@RCMP-GRC.gc.ca; Bill.Troupe@tpsgc-pwgsc.gc.ca; Zovatto, Claudia;
scott.leslie@pwgsc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca;
DANIEL.TUPLING@forces.gc.ca; pri.irp@pwgsc.gc.ca
Subject: RE: Clarification Questions

Fully concur. Unless we are prepared to guarantee volumes (and we are not), Bill's response is spot-on. Suggest the trigger would be > 20% cumulative (all of Government) reduction year-over-year.

David Belovich
Colonel | colonel
Director General - Compensation and Benefits | Directeur général - Rémunération et avantages sociaux Chief Military Personnel | Chef du personnel militaire National Defence
| Défense nationale Ottawa, Canada, K1A 0K2 David.Belovich@forces.gc.ca Telephone
| Téléphone | 613-995-1930 / Facsimile Télécopieur 613-992-3220 Teletypewriter (National
Defence) | Téléimprimeur (Défense nationale)
1-800-467-9877
Government of Canada | Gouvernement du Canada

From: Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull
Sent: Monday, 8, June, 2009 10:43 AM
To: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; 'Francine Deleseleuc';
'jerome.thauvette@pwgsc.gc.ca'; 'dan.danagher@tbs-sct.gc.ca'; Belovich Col DM@CMP
DGCB@Ottawa-Hull
Cc: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull; 'Tamara Chamberlain'; 'Todd.Lamb@RCMP-
GRC.gc.ca'; 'Bill Troupe'; 'claudia.zovatto@tbs-sct.gc.ca'; 'scott.leslie@pwgsc.gc.ca';
'Alain.Gagnon@TBS-SCT.GC.CA'; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP
DGCB@Ottawa-Hull; 'pri.irp@pwgsc.gc.ca'
Subject: RE: Clarification Questions

Thank you Michel for your email.

Colleagues,

I am not sure a real fundamental issue exist here. The question from the Bidder is valid, as Bill explains it well below in the chain of email. However, Cdr Kahler also clearly outlines what has been the position of the CF wrt work volume. Unless there is new information that a major portion of these relocation services are to be repatriated for in-house delivery, this is much of a non-issue.

I would suggest that Bill's proposal that "... provide the Bidder with an option that if there is a significant reduction in the number of moves (significant - to be defined), the terms of the contract would be renegotiated (i.e. via a partial termination or contract amendment).

This would provide an opportunity for the contractor to make the necessary adjustments and thereby reduce the risk premium that you will otherwise undoubtedly pay. This is not driven by the Contractor's desire to stiff you, but rather by a desire to be able to cost this requirement and reasonably anticipate the risk.' ', is a reasonable approach. It does assist to manage the risk identified by Bill and the Bidder, and it does support lessons learned and legal advice in terms of historical volumes not being a guarantee of future ones.

We can discuss further in a conference call, however I only have an opportunity between 2:30 and 3:00 today. Otherwise Céline would attend on my behalf.

For your consideration.

Mariette Fyfe-Fortin
Director General Procurement Services / Directeur Général Services d'acquisition Matériel
Group / Groupe des matériels National Defence / Défense nationale
613-996-8935

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: 6 juin 2009 14:39
To: Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull; 'Francine Deleseleuc';
'jerome.thauvette@pwgsc.gc.ca'; 'dan.danagher@tbs-sct.gc.ca'; Belovich Col DM@CMP
DGCB@Ottawa-Hull
Cc: Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull; 'Tamara Chamberlain'; 'Todd.Lamb@RCMP-
GRC.gc.ca'; 'Bill Troupe'; 'claudia.zovatto@tbs-sct.gc.ca'; 'scott.leslie@pwgsc.gc.ca';
'Alain.Gagnon@TBS-SCT.GC.CA'; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP
DGCB@Ottawa-Hull; 'pri.irp@pwgsc.gc.ca'
Subject: FW: Clarification Questions

Please find attached our proposed responses to the latest request for clarification received by potential bidders. Your direction is requested on how to address concerns expressed at Q5.2, where the bidder has stated the following:

"We re-state the objection made on May 13, 2009 to the requirement in the RFP for the

winning Contractor to remain in "a state in readiness" throughout the term of the Contract, despite that Canada may only request \$100,000 in Work. A "state of readiness" that meets the SOR would cost the Contractor millions of dollars per month (in salaries, office space, bank facilities, IT and communication infrastructure, etc.).

As currently written, the RFP clearly favours a bidder with no meaningful assets - i.e. a bidder that could readily seek protection in bankruptcy in the eventuality that the Crown took all relocation activity in-house.

We remain concerned that because of the onerous requirement to remain in a state of readiness regardless of the amount of Work requested Canada will not receive any meaningful bids from bidders who have the resources and ability to deliver proper services; or worse, the Crown may receive no bids at all.

In addition, Canada has now indicated that there are certain relocations that Canada will choose to do in-house. The examples that Canada has provided are what are considered "prohibited" moves under PWGSC policies.

1. Will Canada clarify and confirm that it does not intend to bring "restricted" relocations in-house?

2. Will Canada modify the state of readiness requirement such that if Canada does intend to or does in fact bring "restricted" moves in-house, the Contractor will not be required to remain in a state of readiness throughout the Contract Term?"

For consideration, it would appear that the current RFP Terms and Conditions would result in a contract similar to a "Standing Offer" arrangement where services are rendered without minimum service level guarantees. As Bill states below in his e-mail, there are significant risk premiums that the Bidders would have to build in to their "firm all-inclusive admin fee" resulting in unaffordable bids.

It is recommended that DGs meet on Monday or soonest, to provide direction on the way ahead.

Cheers

Michel Brisebois
IRP Coordinator
D Maj Proc Svcs
993-2590

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Saturday, 6, June, 2009 14:12 PM
To: Tamara Chamberlain
Cc: Scott Leslie; Belovich Col DM@CMP DGCB@Ottawa-Hull; 'Bill Troupe'; Bedard C@ADM(Mat)

D Maj Proc@Ottawa-Hull; 'alain.gagnon@tbs-sct.gc.ca'; Tupling Maj
 FRD@CMP DGCB@Ottawa-Hull; Gash Maj KM@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj
 Proc@Ottawa-Hull
 Subject: RE: Clarification Questions

Tamara:

As you'll recall this has long been a concern of the TA's. We previously recommended a sliding scale admin fee for business volumes and/or a minimum guarantee of moves, both of which were eventually excluded from the SOR after much discussion. We also, in an earlier iteration of the SOR, had something about Business Volumes which suggested that historical volumes although not a guarantee were a pretty good indicator of future volumes as opposed to "Canada does not warrant that this historical data provides an accurate indication of the total relocations in the future".

It is not presently Canada's intention to repat moves in house and once the Contract is signed we will not repat the services during the initial 5 yr term of the contract. In fact we are more likely to add moves rather than take them away. It is possible that we could repat the entire service after 5 yrs but that is still to be determined whether a viable option, and approvals would need to be obtained before proceeding down that path.

If in the next year or so, the Contractor proves unable to deliver, then It might become necessary to bring relocations back in house, but that would only be after much back and forth with the Contractor trying to improve the level of service and would be more a "termination for cause" than anything else.

Unless there is a fundamental change or something which we cannot now foresee, (i.e. we go to war, or the budget is cut so dramatically that we have to stop moving people altogether) the numbers are not likely to be dramatically reduced. If there were such a sea change we would need to discuss it with the Contractor and negotiate some form of compensation with them as you suggest.

How can we assure them that it is not our intention to deviate from historical volumes without actually providing them a minimum guaranteed volume?

Agree that this is something which should be brought to attention of the DG Mgmt Board on Monday for their earliest direction on how they wish for us to proceed.

Eric Kahler

Commander

From: Bill Troupe [mailto:Bill.Troupe@tpsgc-pwgsc.gc.ca]
 Sent: Friday, 5, June, 2009 18:28 PM
 To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull

Cc: Tamara Chamberlain; Scott Leslie
Subject: Clarification Questions
Importance: High

Having further considered Q5.2, here are some thoughts that may be of assistance in responding to the clarification:

Q 5.2 What the bidder is trying to protect against, and in fact receive some sort of a guarantee against, is the possibility that Canada will require the Contractor to do 20,000 relocations in year one, and only 5,000 relocations in each of the subsequent years of the contract, due to some unexpected major change in policy or approach to relocations (i.e. reduction in the number of relocations/year, or bringing a substantial portion of this service in-house). The Contractor must remain in "a state of readiness", to be prepared to do 20K relocations for the life of the contract, when it cannot possibly recover its costs in a 5K relocations/year environment. As I am sure you can imagine, costing this in a firm all-inclusive fee per file would be particularly challenging. It is perhaps reasonable that your Client Departments (particularly CF/RCMP = 95% of the relocations) commit to a specific volume of moves/year over the life of the contract, OR, provide the Bidder with an option that if there is a significant reduction in the number of moves (significant - to be defined), the terms of the contract would be renegotiated (i.e. via a partial termination or contract amendment). This would provide an opportunity for the contractor to make the necessary adjustments and thereby reduce the risk premium that you will otherwise undoubtedly pay. This is not driven by the Contractor's desire to stiff you, but rather by a desire to be able to cost this requirement and reasonably anticipate the risk. If you can't fix this, you may end up with no bids or perhaps one unaffordable bid - all due to the risk premium that the Bidder must apply in order to protect its company. Given the current economic environment, risk is a very important factor for any commercial entity. I don't think that the Bidder is being unreasonable here.

I offer for your consideration that this should be discussed with the DGs and perhaps the ADMs, and rather soon. It is perhaps reasonable that CF and RCMP commit to a particular way of doing relocations, for the next 5 - 7 years. With this size of procurement, asking your organizations to somewhat balance the risk is appropriate, unless you are prepared to pay a potentially substantial risk premium. I recognize that this is not a decision that the WG can make, however, you may wish to ensure that your DGs are primed to deal with this "head-on" on Monday morning.

For your consideration.

Bill Troupe
Manager / Gestionnaire
IRP Project Team/Equipe de projet PRI
Special Procurement Initiatives Directorate Division / Direction des Initiatives
Speciales d'Approvisionnement STAMS / SGAST Tel / Tél: 819-956-0972 Cell / Tél:
613-889-8997 Fax / Téléc: 819-956-2675

Singh, Ram

From: Séguin, Nathalie L. [Nathalie.L.Seguin@nrc-cnrc.gc.ca]
Sent: July 2, 2009 4:07 PM
To: Singh, Ram
Subject: RE : IRP Bid evaluation reference

Thanks Ram, much appreciated !

De: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Date: jeu. 2009-07-02 15:49
À: Séguin, Nathalie L.
Objet : Re: IRP Bid evaluation reference

Thanks u yes I got the docs and we r dbl checking wit legal on my responding

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Sent: Thu Jul 02 15:39:27 2009
Subject: IRP Bid evaluation reference

Good afternoon Ram,

I just wanted to do a follow up to our phone conversation this morning concerning the references for Brookfield Global Relocation Services (formerly RLRs) for their bid submission to the new contract.

Could you please respond to this message to confirm that you have indeed received the fax earlier?

Also, we ask that you kindly respond back to us by Monday July 6th at noon at the latest. An e-mail message to advise when it has been sent back to us would also be greatly appreciated.

Thanks in advance Ram and do not hesitate to contact me should you have any questions.
Wishing you a great week-end!

Nathalie Seguin
IRP Bid evaluation committee

Graham, Don

From: Singh, Ram
Sent: July 6, 2009 8:47 AM
To: 'Nathalie.L.Seguin@nrc-cnrc.gc.ca'
Cc: Zovatto, Claudia; Singh, Ram
Subject: Re: IRP Bid evaluation reference

Having overseen the federal government's guaranteed home sale pilot program while at the RCMP I first met Mr Michel Bonin. In thye Fall of 1998 I was engaged by TBS to develop a new relocation program for the federal government hence the IRP which was launched April 01, 1999.

Mr Bonin was the liaison for RLRS and remains so. At all times he was ready and willing to assist in the smooth delivery of a vital service; at hand with advice and suggestions for program improvement and enhancement. A true professional and likeable gentleman who put aside his personal/employer's limitations to assist in having an enriched relocation program for our employees.

Mr Bonin came to the table at all times with tremendous experience in the relocation field and was always willing to listen, recommend, assist in discovering solutions and advise instead of being defencive or invoke capital funding limitations.

In the capacity of Program Authority I feel that his employers have made the right decision to appoint him to his current position because I feel he solidifies and enhances their professionalism and ability to deliver relocation services to any client.

Respectfully I submit this document based on my dealings, my knowledge of a true gentleman, a professional.

D Ram Singh TBS
 IRP Program Authority

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Sent: Thu Jul 02 15:39:27 2009
Subject: IRP Bid evaluation reference

Good afternoon Ram,

I just wanted to do a follow up to our phone conversation this morning concerning the references for Brookfield Global Relocation Services (formerly RLRS) for their bid submission to the new contract.

Could you please respond to this message to confirm that you have indeed received the fax earlier?

Also, we ask that you kindly respond back to us by Monday July 6th at noon at the latest. An e-mail message to advise when it has been sent back to us would also be greatly appreciated.

Thanks in advance Ram and do not hesitate to contact me should you have any questions.
 Wishing you a great week-end!

Nathalie Seguin
 IRP Bid evaluation committee

Singh, Ram

From: Séguin, Nathalie L. [Nathalie.L.Seguin@nrc-cnrc.gc.ca]
Sent: July 6, 2009 8:56 AM
To: Singh, Ram
Cc: Zovatto, Claudia; MICHEL.BRISEBOIS@forces.gc.ca
Subject: RE: IRP Bid evaluation reference

Good morning Ram,


Thanks for the info below. However, have you also signed and sent back the fax that was sent to you last week? (the return fax number is on the front page).

That is the document that we require with your signature to confirm the info RLRS sent us.

Thanks again Ram, much appreciated and have a great week!

Nathalie L. Seguin

Manager, Travel Office, NRC
 Gestionnaire, bureau des voyages, CNRC
 613-990-7157 / Fax: 613-941-1332
 Room / pièce: S-201A
 e-mail: Nathalie.L.Seguin@nrc-cnrc.gc.ca

 Is it necessary to print this email? Est-ce nécessaire d'imprimer ce message?

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: 6 juillet 2009 08:47
To: Séguin, Nathalie L.
Cc: Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: IRP Bid evaluation reference

Having overseen the federal government's guaranteed home sale pilot program while at the RCMP I first met Mr Michel Bonin. In thye Fall of 1998 I was engaged by TBS to develop a new relocation program for the federal government hence the IRP which was launched April 01, 1999.

Mr Bonin was the liaison for RLRS and remains so. At all times he was ready and willing to assist in the smooth delivery of a vital service; at hand with advice and suggestions for program improvement and enhancement. A true professional and likeable gentleman who put aside his personal/employer's limitations to assist in having an enriched relocation program for our employees.

Mr Bonin came to the table at all times with tremendous experience in the relocation field and was always willing to listen, recommend, assist in discovering solutions and advise instead of being defencive or invoke capital funding limitations.

In the capacity of Program Authority I feel that his employers have made the right decision to appoint him to his current position because I feel he solidifies and enhances their professionalism and ability to deliver relocation services to any client.

Respectfully I submit this document based on my dealings, my knowledge of a true gentleman, a professional.

D Ram Singh TBS
 IRP Program Authority

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Sent: Thu Jul 02 15:39:27 2009
Subject: IRP Bid evaluation reference

Good afternoon Ram,

I just wanted to do a follow up to our phone conversation this morning concerning the references for Brookfield Global Relocation Services (formerly RLRS) for their bid submission to the new contract.

Could you please respond to this message to confirm that you have indeed received the fax earlier?

Also, we ask that you kindly respond back to us by Monday July 6th at noon at the latest. An e-mail message to advise when it has been sent back to us would also be greatly appreciated.

Thanks in advance Ram and do not hesitate to contact me should you have any questions.
Wishing you a great week-end!

Nathalie Seguin
IRP Bid evaluation committee

Graham, Don

From: Singh, Ram
Sent: July 7, 2009 8:10 AM
To: Zovatto, Claudia
Cc: Mill, Ryan; Singh, Ram
Subject: Re: Reference for evaluation

Thanks

You need to give the fax to ryan so he can fax the reference I done up.

Thanks

----- Original Message -----
From: Zovatto, Claudia
To: Singh, Ram
Sent: Mon Jul 06 13:57:51 2009
Subject: FW: Reference for evaluation

fyi

Claudia Zovatto
 Senior Director | Directeur principal
 Excluded Groups and Administrative Policies | Groupes exclus et politiques
 administratives Labour Relations & Compensation Operations | Relations de travail et
 opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
 du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
 Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
 Télécopieur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----
From: Scott Leslie [mailto:Scott.Leslie@tpsgc-pwgsc.gc.ca]
Sent: July 6, 2009 12:04 PM
To: Zovatto, Claudia
Cc: Danagher, Dan; Bill Troupe; Nathalie Blais; Susan Clarke
Subject: RE: Reference for evaluation

I understand that Ram is identified in the IRP proposal by the bidder as the reference contact for a number of reference projects and that the proper scoring of the proposal requires reference checks. In my opinion if we don't follow through with the reference checks in accordance with the process outlined in the RFP we would be exposing ourselves unnecessarily to the risk of challenges. We would also risk concluding the evaluation without a true assessment of the bidder's technical proposal. Ram is the most knowledgeable person regarding the performance of the current contractor under the existing contracts and therefore is an appropriate reference contact.

Scott

-----Original Message-----
From: Claudia.Zovatto@tbs-sct.gc.ca
 [mailto:Claudia.Zovatto@tbs-sct.gc.ca]
Sent: Friday, July 03, 2009 4:32 PM
To: Scott Leslie
Cc: Dan.Danagher@tbs-sct.gc.ca
Subject: Reference for evaluation

Scott,

A package from the evaluation team was received by Ram asking for a reference of one of the RLRS executive team. He brought this to me immediately and is uncomfortable with responding given the clear direction from Legal.

Views?

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

Graham, Don

From: Singh, Ram
Sent: July 7, 2009 8:42 AM
To: Zovatto, Claudia
Subject: Re: Reference for evaluation

Ok

R

----- Original Message -----
From: Zovatto, Claudia
To: Singh, Ram
Sent: Tue Jul 07 08:16:37 2009
Subject: RE: Reference for evaluation

Ram,

Take care

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----
From: Singh, Ram
Sent: July 7, 2009 8:12 AM
To: Zovatto, Claudia
Subject: Re: Reference for evaluation

Thanks Claudia
R

----- Original Message -----
From: Zovatto, Claudia
To: Singh, Ram
Sent: Mon Jul 06 13:57:51 2009
Subject: FW: Reference for evaluation

fyi

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil

du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
 Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
 Tél'imprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Scott Leslie [mailto:Scott.Leslie@tpsgc-pwgsc.gc.ca]
 Sent: July 6, 2009 12:04 PM
 To: Zovatto, Claudia
 Cc: Danagher, Dan; Bill Troupe; Nathalie Blais; Susan Clarke
 Subject: RE: Reference for evaluation

I understand that Ram is identified in the IRP proposal by the bidder as the reference contact for a number of reference projects and that the proper scoring of the proposal requires reference checks. In my opinion if we don't follow through with the reference checks in accordance with the process outlined in the RFP we would be exposing ourselves unnecessarily to the risk of challenges. We would also risk concluding the evaluation without a true assessment of the bidder's technical proposal. Ram is the most knowledgeable person regarding the performance of the current contractor under the existing contracts and therefore is an appropriate reference contact.

Scott

-----Original Message-----

From: Claudia.Zovatto@tbs-sct.gc.ca
 [mailto:Claudia.Zovatto@tbs-sct.gc.ca]
 Sent: Friday, July 03, 2009 4:32 PM
 To: Scott Leslie
 Cc: Dan.Danagher@tbs-sct.gc.ca
 Subject: Reference for evaluation

Scott,

A package from the evaluation team was received by Ram asking for a reference of one of the RLRS executive team. He brought this to me immediately and is uncomfortable with responding given the clear direction from Legal.

Views?

 Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

Graham, Don

From: Singh, Ram
Sent: July 7, 2009 5:05 PM
To: 'Nathalie.L.Seguin@nrc-cnrc.gc.ca'
Cc: 'MICHEL.BRISEBOIS@forces.gc.ca'; Mill, Ryan; Zovatto, Claudia; Singh, Ram
Subject: Re: RE : IRP Bid evaluation reference

I do not understand! Claudia and her assistant both advised me that the fax was sent yesterday aft

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Cc: MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
Sent: Tue Jul 07 11:43:43 2009
Subject: RE : IRP Bid evaluation reference

Thanks for the e-mail Ram. As we did not have e-mail access in the meeting room this morning we were trying to reach you because we have not received the fax. The committee will be reconvening tomorrow to finalise this so we'll keep looking for the fax! thank

De: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Date: mar. 2009-07-07 08:13
À: Séguin, Nathalie L.; Ryan.Mill@tbs-sct.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca
Objet : Re: IRP Bid evaluation reference

Ryan Mills from our office will fax the ref doc before 10

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Sent: Mon Jul 06 09:28:05 2009
Subject: RE: IRP Bid evaluation reference


Thanks Ram, hope it's nothing major.

Tomorrow morning would be great. We would appreciate it if it could be send by 10am as we are having our consensus meeting first thing tomorrow and need this document to finalise our points.

Thanks again!

Nathalie L. Seguin

Manager, Travel Office, NRC
 Gestionnaire, bureau des voyages, CNRC
 613-990-7157 / Fax: 613-941-1332
 Room / pièce: S-201A
 e-mail: Nathalie.L.Seguin@nrc-cnrc.gc.ca

 Is it necessary to print this email? Est-ce nécessaire d'imprimer ce message?

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: 6 juillet 2009 09:22

To: Séguin, Nathalie L.
Subject: Re: IRP Bid evaluation reference

Hi because of an illness in the family I am not in the office today and cannot fax anything to you until tomorrow

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Cc: Zovatto, Claudia; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
Sent: Mon Jul 06 08:56:08 2009
Subject: RE: IRP Bid evaluation reference

Good morning Ram,


Thanks for the info below. However, have you also signed and sent back the fax that was sent to you last week?(the return fax number is on the front page).

That is the document that we require with your signature to confirm the info RLRS sent us.

Thanks again Ram, much appreciated and have a great week!

Nathalie L. Seguin

Manager, Travel Office, NRC
 Gestionnaire, bureau des voyages, CNRC
 613-990-7157 / Fax: 613-941-1332
 Room / pièce: S-201A
 e-mail: Nathalie.L.Seguin@nrc-cnrc.gc.ca

 Is it necessary to print this email? Est-ce nécessaire d'imprimer ce message?

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: 6 juillet 2009 08:47
To: Séguin, Nathalie L.
Cc: Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: IRP Bid evaluation reference

Having overseen the federal government's guaranteed home sale pilot program while at the RCMP I first met Mr Michel Bonin. In the Fall of 1998 I was engaged by TBS to develop a new relocation program for the federal government hence the IRP which was launched April 01, 1999.

Mr Bonin was the liaison for RLRS and remains so. At all times he was ready and willing to assist in the smooth delivery of a vital service; at hand with advice and suggestions for program improvement and enhancement. A true professional and likeable gentleman who put aside his personal/employer's limitations to assist in having an enriched relocation program for our employees.

Mr Bonin came to the table at all times with tremendous experience in the relocation field and was always willing to listen, recommend, assist in discovering solutions and advise instead of being defensive or invoke capital funding limitations.

In the capacity of Program Authority I feel that his employers have made the right decision to appoint him to his current position because I feel he solidifies and enhances their professionalism and ability to deliver relocation services to any client.

Respectfully I submit this document based on my dealings, my knowledge of a true gentleman, a professional.

D Ram Singh TBS
IRP Program Authority

From: Séguin, Nathalie L. <Nathalie.L.Seguin@nrc-cnrc.gc.ca>
To: Singh, Ram
Sent: Thu Jul 02 15:39:27 2009
Subject: IRP Bid evaluation reference

Good afternoon Ram,

I just wanted to do a follow up to our phone conversation this morning concerning the references for Brookfield Global Relocation Services (formerly RLRS) for their bid submission to the new contract.

Could you please respond to this message to confirm that you have indeed received the fax earlier?

Also, we ask that you kindly respond back to us by Monday July 6th at noon at the latest. An e-mail message to advise when it has been sent back to us would also be greatly appreciated.

Thanks in advance Ram and do not hesitate to contact me should you have any questions. Wishing you a great week-end!

Nathalie Seguin
IRP Bid evaluation committee

Singh, Ram

From: MICHEL.BRISEBOIS@forces.gc.ca
Sent: July 8, 2009 7:57 AM
To: Singh, Ram
Cc: Mill, Ryan; Zovatto, Claudia
Subject: RE: Reference

Attachments: Reference Check R2.8-Mr R. Singh.doc



Reference Check
R2.8-Mr R. Sin...

<<Reference Check R2.8-Mr R. Singh.doc>> Mr Singh, please find attached the reference request, what we would need is your assessment as stated on attachment B, your attestation as to the quality of services provided is necessary as it is a rated requirement as per RFP criteria approved by the DG Mgt Ctee.

Please note that it would be appreciated to return attachment B to a new Fax # - 613-991-5254 as it is closer to my office and would help ensure it not get lost.

Cheers

Michel Brisebois
993-2590

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 7, July, 2009 17:01 PM
To: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Reference

I understand and was advised by mrs zovatto nd her assistant that the docs were faxed yesterday.

----- Original Message -----

From: MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
To: Singh, Ram
Sent: Tue Jul 07 09:56:08 2009
Subject: Reference

Mr Singh, can you please call me as we awaiting your response to finalize the evaluation.

Thank you in advance for your cooperation.

Michel Brisebois
613-325-5229

Sent from my wireless handheld device / Transmis de mon appareil portable

2 July 2009

Mr. D. Ram Singh
Program Authority
Integrated relocation Program
Treasury Board Canada Secretariat

Dear Sir,

The Crown is in the process of evaluating technical proposals received in response to a Request for Proposal to provide Integrated Relocation Services required by Canada. The solicitation requested Customer References for the Program Delivery Manager for previous projects of a similar nature and Brookfield Global Relocation Services (formerly Royal LePage Relocation Services) has provided your name as Technical Contact for a Customer Reference.

For your convenience, and with permission, we have included information from the proposal describing the project for which you are a reference (Attachment A: Extract from Proposal). Would you please review this information and provide us your feedback by completing the attestation included in Attachment B: Request for Reference.

Your response should be returned by facsimile to the following number (613-992-0065) to the attention of the undersigned. Your cooperation in returning your response by 6 July 2009 12:00 noon would be greatly appreciated.

If you have any questions please do not hesitate to contact me.

Sincerely

Michel Brisebois
IRP Procurement Manager
1 Nicholas St, Ottawa

Phone: 613-993-2590

Attachment A:

Extract from Request for Proposal

Response to Requirement – Point Rated Evaluation Criteria – 2.8– R2 Capability and Understanding of the Requirement

Program Delivery Manager

The Bidder should clearly demonstrate and substantiate that the individual proposed for the PDM position, as defined in Section 2.5, of the SOR is appropriate in order to ensure successful delivery of the required IRP services.

The Bidder should provide details about the experience of the PDM; indicating the budget managed; financial, HR and IT responsibilities; and any other information that demonstrates similarity and relevance to the requirements of the IRP.

The Bidder should provide a reference for each external client to substantiate the experience claimed. For each reference, the bidder should identify the client; include the name of a contact that can verify the experience, including name, title, telephone, and email to which these services were provided. References may be contacted to verify the experience claimed

The following pages provide the Bidder's response to above requirements.

Attachment B:

Reference's Response

Bidder Name: Brookfield Global Relocation Services
Customer Name: DND/CF/RCMP/GOC
Project Title: Integrated Relocation Program Contract 24062-030147/001/ZG
**Technical Authority
Contact Name:** Mr. D. Ram Singh

Verification – to be completed by Technical Contact

Please verify the information provided in Attachment A whether you are in agreement that the information provided therein is accurate and fairly represents the services provided.

If the experience claimed for the Program Delivery Manager proposed differs to the bidder's statement at Attachment A, please provide a brief explanation below:

Customer Attestation:

I attest, to the best of my knowledge, that the individual proposed as Program Delivery Manager has (check one only):

a)	Managed or is currently managing at least one relevant service offering which is approximately the same size as the IRP, and I attest to successful results	
b)	Managed two or three relevant service offerings, one of which is at least the same size as the IRP, and I attest to highly successful service delivery.	
c)	Managed more than three relevant service offerings, one of which is at least the same size as the IRP, and I attest that service delivery requirements were exceeded.	

Name

Title

Signature

Date

Graham, Don

From: Singh, Ram
Sent: July 8, 2009 1:32 PM
To: 'Bill.Troupe@tpsgc-pwgsc.gc.ca'; Zovatto, Claudia
Cc: Danagher, Dan; 'Scott.Leslie@tpsgc-pwgsc.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'; 'CELINE.BEDARD@forces.gc.ca'; 'Jerome.Thauvette@tpsgc-pwgsc.gc.ca'; Singh, Ram
Subject: Re: Important: IRP Bid Evaluation

Mr troupe I am away from the office on LEAVE . To my knowledge and I am certain that my Executive Director can attest that I have always cooperated in your retendering process as the authority of IRP.

Personally I am offended with the insinuations in this email and as a result I wish to advise you effectively that I will respond only when I return from leave

D Singh

----- Original Message -----

From: Bill Troupe <Bill.Troupe@tpsgc-pwgsc.gc.ca>
To: Zovatto, Claudia
Cc: Danagher, Dan; Scott Leslie <Scott.Leslie@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; CELINE.BEDARD@forces.gc.ca <CELINE.BEDARD@forces.gc.ca>; Jérôme Thauvette <Jerome.Thauvette@tpsgc-pwgsc.gc.ca>; Singh, Ram
Sent: Wed Jul 08 12:26:33 2009
Subject: Important: IRP Bid Evaluation

Good Day Claudia,

As you may be aware, the IRP Evaluation Team is in the final stages of Bid Evaluation of our recent IRP solicitation. In order to complete this evaluation, information is required from Ram Singh, as he was provided as a reference by the Bidder.

The attached documents request specific information, which will enable the Evaluation Team to allocate a score to one particular Evaluation Criterion, in accordance with the associated Rating Guide. The information most pertinent is found in Annex B of the attached document - "Customer Attestation". As you may be aware, Ram has endeavoured to be helpful by providing an email or letter indicating his opinion of the material presented by the Bidder. While Ram's efforts are appreciated, the requirements of the Customer Attestation are rather specific, requiring a particular nature of response.

The Evaluation Team has endeavoured, with limited success, to contact Ram to obtain the required nature of response. Your assistance would be most appreciated in encouraging Ram to provide his response in accordance with the requirements of the attached documents, such that the Evaluation Team may bring this important aspect of the procurement to a conclusion. This remains the sole outstanding criterion to be scored.

Thank you in advance for your support and assistance. Should you have any questions or concerns, please contact either the Evaluation Team Leader, Michel Brisebois, at 993-2590 or me.

Kind regards,

W.J. (Bill) Troupe, CD
 Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
 Cell / Tél: (613) 889-8997

Fax / Téléc: (819) 956-2675

-----Original Message-----

From: MICHEL.BRISEBOIS@forces.gc.ca [mailto:MICHEL.BRISEBOIS@forces.gc.ca]
Sent: Wednesday, July 08, 2009 9:51 AM
To: Nathalie.L.Seguin@nrc-cnrc.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca;
Marc.Pilon@rcmp-grc.gc.ca; ROCK.DUMONT@forces.gc.ca
Cc: Bill Troupe; Tamara Chamberlain; jim.jones2@sympatico.ca
Subject: FW: Reference

<<Reference Check R2.8-Mr R. Singh.doc>> Just to let you know where we are on this, still no response as yet...Michel

-----Original Message-----

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: Wednesday, 8, July, 2009 07:57 AM
To: 'Ram.Singh@tbs-sct.gc.ca'
Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca
Subject: RE: Reference

Mr Singh, please find attached the reference request, what we would need is your assessment as stated on attachment B, your attestation as to the quality of services provided is necessary as it is a rated requirement as per RFP criteria approved by the DG Mgt Ctee.

Please note that it would be appreciated to return attachment B to a new Fax # - 613-991-5254 as it is closer to my office and would help ensure it not get lost.

Cheers

Michel Brisebois
993-2590

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 7, July, 2009 17:01 PM
To: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Reference

I understand and was advised by mrs zovatto nd her assistant that the docs were faxed yesterday.

----- Original Message -----

From: MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
To: Singh, Ram
Sent: Tue Jul 07 09:56:08 2009
Subject: Reference

Mr Singh, can you please call me as we awaiting your response to finalize the evaluation.

Thank you in advance for your cooperation.
Michel Brisebois
613-325-5229

Sent from my wireless handheld device / Transmis de mon appareil portable

Graham, Don

From: Singh, Ram
Sent: July 8, 2009 1:33 PM
To: Zovatto, Claudia
Subject: Re: Important: IRP Bid Evaluation

Thank you

Because of u I am going to respond to ryan Thanks again R

----- Original Message -----

From: Zovatto, Claudia
To: 'Bill Troupe' <Bill.Troupe@tpsgc-pwgsc.gc.ca>
Cc: Danagher, Dan; Scott Leslie <Scott.Leslie@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; CELINE.BEDARD@forces.gc.ca <CELINE.BEDARD@forces.gc.ca>; Jérôme Thauvette <Jerome.Thauvette@tpsgc-pwgsc.gc.ca>; Singh, Ram
Sent: Wed Jul 08 12:44:57 2009
Subject: RE: Important: IRP Bid Evaluation

Bill,
Unfortunately, Ram is on leave this week and had filled out forms sent to him last week which I understood had been faxed to the team. Please note that I did also direct Ram to turn off his Blackberry and that is why you have not had any response.

Ryan has just informed me that there appears to be materials that are required in addition to those that Ram had already submitted. Based on our discussion, I will 1) review and see which questions specifically remain unanswered; and 2) forward this to Ram and attempt to contact him.

Regards,

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations de travail et
opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil
du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone |
Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Bill Troupe [mailto:Bill.Troupe@tpsgc-pwgsc.gc.ca]
Sent: July 8, 2009 12:27 PM
To: Zovatto, Claudia
Cc: Danagher, Dan; Scott Leslie; MICHEL.BRISEBOIS@forces.gc.ca;
CELINE.BEDARD@forces.gc.ca; Jérôme Thauvette; Singh, Ram
Subject: Important: IRP Bid Evaluation

Good Day Claudia,

As you may be aware, the IRP Evaluation Team is in the final stages of Bid Evaluation of our recent IRP solicitation. In order to complete this evaluation, information is required from Ram Singh, as he was provided as a reference by the Bidder.

The attached documents request specific information, which will enable the Evaluation Team to allocate a score to one particular Evaluation Criterion, in accordance with the associated Rating Guide. The information most pertinent is found in Annex B of the attached document - "Customer Attestation". As you may be aware, Ram has endeavoured to be helpful by providing an email or letter indicating his opinion of the material

presented by the Bidder. While Ram's efforts are appreciated, the requirements of the Customer Attestation are rather specific, requiring a particular nature of response.

The Evaluation Team has endeavoured, with limited success, to contact Ram to obtain the required nature of response. Your assistance would be most appreciated in encouraging Ram to provide his response in accordance with the requirements of the attached documents, such that the Evaluation Team may bring this important aspect of the procurement to a conclusion. This remains the sole outstanding criterion to be scored.

Thank you in advance for your support and assistance. Should you have any questions or concerns, please contact either the Evaluation Team Leader, Michel Brisebois, at 993-2590 or me.

Kind regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

-----Original Message-----

From: MICHEL.BRISEBOIS@forces.gc.ca [mailto:MICHEL.BRISEBOIS@forces.gc.ca]
Sent: Wednesday, July 08, 2009 9:51 AM
To: Nathalie.L.Seguin@nrc-cnrc.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca;
Marc.Pilon@rcmp-grc.gc.ca; ROCK.DUMONT@forces.gc.ca
Cc: Bill Troupe; Tamara Chamberlain; jim.jones2@sympatico.ca
Subject: FW: Reference

<<Reference Check R2.8-Mr R. Singh.doc>> Just to let you know where we are on this, still no response as yet...Michel

-----Original Message-----

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: Wednesday, 8, July, 2009 07:57 AM
To: 'Ram.Singh@tbs-sct.gc.ca'
Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca
Subject: RE: Reference

Mr Singh, please find attached the reference request, what we would need is your assessment as stated on attachment B, your attestation as to the quality of services provided is necessary as it is a rated requirement as per RFP criteria approved by the DG Mgt Ctee.

Please note that it would be appreciated to return attachment B to a new Fax # - 613-991-5254 as it is closer to my office and would help ensure it not get lost.

Cheers

Michel Brisebois
993-2590

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 7, July, 2009 17:01 PM
To: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull

Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Reference

I understand and was advised by mrs zovatto nd her assistant that the docs were faxed yesterday.

----- Original Message -----

From: MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
To: Singh, Ram
Sent: Tue Jul 07 09:56:08 2009
Subject: Reference

Mr Singh, can you please call me as we awaiting your response to finalize the evaluation.

Thank you in advance for your cooperation.
Michel Brisebois
613-325-5229

Sent from my wireless handheld device / Transmis de mon appareil portable

Singh, Ram

From: Mill, Ryan
Sent: July 8, 2009 1:46 PM
To: Singh, Ram
Cc: Zovatto, Claudia
Subject: RE: IRP

Thank you so much, Ram. I will send the fax immediately and leave the confirmation in your office.

From: Singh, Ram
Sent: July 8, 2009 1:45 PM
To: Mill, Ryan
Cc: Zovatto, Claudia; Singh, Ram
Subject: Re: IRP

Attachment B:

Reference's Response

Bidder Name: Brookfield Global Relocation Services

Customer Name: DND/CF/RCMP/GOC

Project Title: Integrated Relocation Program Contract 24062-030147/001/ZG

Technical Authority
 Contact Name: Mr. D. Ram Singh

Verification – to be completed by Technical Contact

Please verify the information provided in Attachment A whether you are in agreement that the information provided therein is accurate and fairly represents the services provided.

If the experience claimed for the Program Delivery Manager proposed differs to the bidder's statement at Attachment A, please provide a brief explanation below:

Customer Attestation:

I attest, to the best of my knowledge, that the individual proposed as Program Delivery Manager has:

C - GHSP, IRPP and the IRP with service delivery beyond our expectations!

- a) Managed or is currently managing at least one relevant service offering which is approximately the same size as the IRP, and I attest to successful results
- b) Managed two or three relevant service offerings, one of which is at least the same size as the IRP, and I attest to highly successful service delivery.
- c) Managed more than three relevant service offerings, one of which is at least the same size as the IRP, and I attest that service delivery requirements were exceeded.

Name Title
 D Singh. IRP Program authority

Signature Date

From: Mill, Ryan
To: Singh, Ram
Sent: Wed Jul 08 13:12:11 2009
Subject: IRP

Hi Ram,

As discussed:

2
July
2009

Mr. D. Ram Singh

Program Authority

Integrated relocation Program

Treasury Board Canada Secretariat

Dear Sir,

The Crown is in the process of evaluating technical proposals received in response to a Request for Proposal to provide Integrated Relocation Services required by Canada. The solicitation requested Customer References for the Program Delivery Manager for previous projects of a similar nature and Brookfield Global Relocation Services (formerly Royal LePage Relocation Services) has provided your name as Technical Contact for a Customer Reference.

For your convenience, and with permission, we have included information from the proposal describing the project for which you are a reference (Attachment A: Extract from Proposal). Would you please review this information and provide us your feedback by completing the attestation included in Attachment B: Request for Reference.

Your response should be returned by facsimile to the following number (613-992-0065) to the attention of the undersigned. Your cooperation in returning your response by 6 July 2009 12:00 noon would be greatly appreciated.

If you have any questions please do not hesitate to contact me.

Sincerely

Michel Brisebois

IRP Procurement Manager

1 Nicholas St, Ottawa

Phone: 613-993-2590

Attachment A:

Extract from Request for Proposal

Response to Requirement – Point Rated Evaluation Criteria – 2.8– R2 Capability and Understanding of the Requirement

2010-11-23

000564

Program Delivery Manager

The Bidder should clearly demonstrate and substantiate that the individual proposed for the PDM position, as defined in Section 2.5, of the SOR is appropriate in order to ensure successful delivery of the required IRP services.

The Bidder should provide details about the experience of the PDM; indicating the budget managed; financial, HR and IT responsibilities; and any other information that demonstrates similarity and relevance to the requirements of the IRP.

The Bidder should provide a reference for each external client to substantiate the experience claimed. For each reference, the bidder should identify the client; include the name of a contact that can verify the experience, including name, title, telephone, and email to which these services were provided. References may be contacted to verify the experience claimed

The following pages provide the Bidder's response to above requirements.

Attachment B:

Reference's Response

Bidder Name: Brookfield Global Relocation Services

Customer Name: DND/CF/RCMP/GOC

Project Title: Integrated Relocation Program Contract 24062-030147/001/ZG

Technical Authority

Contact Name: Mr. D. Ram Singh

Verification – to be completed by Technical Contact

Please verify the information provided in Attachment A whether you are in agreement that the information provided therein is accurate and fairly represents the services provided.

If the experience claimed for the Program Delivery Manager proposed differs to the bidder's statement at Attachment A, please provide a brief explanation below:

Customer Attestation:

I attest, to the best of my knowledge, that the individual proposed as Program Delivery Manager has (check one only):

- a) Managed or is currently managing at least one relevant service offering which is approximately the same size as the IRP, and I attest to successful results
- b) Managed two or three relevant service offerings, one of which is at least the same size as the IRP, and I attest to highly successful service delivery.
- c) Managed more than three relevant service offerings, one of which is at least the same size as the IRP, and I attest that service delivery requirements were exceeded.

Name Title

Signature

Date

Ryan Mill

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations and Compensations Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Telephone | Téléphone 613-952-3282

Facsimile | Télécopieur 613-952-3002

Singh, Ram

From: Singh, Ram
Sent: July 9, 2009 11:54 AM
To: 'MICHEL.BRISEBOIS@forces.gc.ca'
Cc: Singh, Ram
Subject: Re: Important: IRP Bid Evaluation

Not a problem just that bill's email was accusatory and I consider it insulting

Hope all went well

R

----- Original Message -----

From: MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
To: Singh, Ram
Sent: Thu Jul 09 10:07:16 2009
Subject: RE: Important: IRP Bid Evaluation

Mr Singh, thank you for your response, I apologize for any inconvenience this may have caused you in these times.

Highest regards,

Michel Brisebois
 IRP Procurement Manager
 993-2590

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 8, July, 2009 13:32 PM
To: Bill.Troupe@tpsgc-pwgsc.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca
Cc: Dan.Danagher@tbs-sct.gc.ca; Scott.Leslie@tpsgc-pwgsc.gc.ca; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull; Jerome.Thauvette@tpsgc-pwgsc.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Important: IRP Bid Evaluation

Mr troupe I am away from the office To my
 knowledge and I am certain that my Executive Director can attest that I have always
 cooperated in your retendering process as the authority of IRP.

Personally I am offended with the insinuations in this email and as a result I wish to advise you effectively that I will respond only when I return from leave

D Singh

----- Original Message -----

From: Bill Troupe <Bill.Troupe@tpsgc-pwgsc.gc.ca>
To: Zovatto, Claudia
Cc: Danagher, Dan; Scott Leslie <Scott.Leslie@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; CELINE.BEDARD@forces.gc.ca <CELINE.BEDARD@forces.gc.ca>; Jérôme Thauvette <Jerome.Thauvette@tpsgc-pwgsc.gc.ca>; Singh, Ram
Sent: Wed Jul 08 12:26:33 2009
Subject: Important: IRP Bid Evaluation

Good Day Claudia,

As you may be aware, the IRP Evaluation Team is in the final stages of Bid Evaluation of our recent IRP solicitation. In order to complete this evaluation, information is required from Ram Singh, as he was provided as a reference by the Bidder.

The attached documents request specific information, which will enable the Evaluation

Team to allocate a score to one particular Evaluation Criterion, in accordance with the associated Rating Guide. The information most pertinent is found in Annex B of the attached document - "Customer Attestation". As you may be aware, Ram has endeavoured to be helpful by providing an email or letter indicating his opinion of the material presented by the Bidder. While Ram's efforts are appreciated, the requirements of the Customer Attestation are rather specific, requiring a particular nature of response.

The Evaluation Team has endeavoured, with limited success, to contact Ram to obtain the required nature of response. Your assistance would be most appreciated in encouraging Ram to provide his response in accordance with the requirements of the attached documents, such that the Evaluation Team may bring this important aspect of the procurement to a conclusion. This remains the sole outstanding criterion to be scored.

Thank you in advance for your support and assistance. Should you have any questions or concerns, please contact either the Evaluation Team Leader, Michel Brisebois, at 993-2590 or me.

Kind regards,

W.J. (Bill) Troupe, CD
Contracts Manager / Gestionnaire des contrats, Integrated Relocation Program/ Programme de réinstallation intégré, Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement, Services and Technology Acquisitions Management Sector / Sector de la Gestion de l'Approvisionnement en Services et en Technologies, Acquisitions Branch / Direction Générale Des Approvisionnements Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada

Tel / Tél: (819) 956-0972
Cell / Tél: (613) 889-8997
Fax / Téléc: (819) 956-2675

-----Original Message-----

From: MICHEL.BRISEBOIS@forces.gc.ca [mailto:MICHEL.BRISEBOIS@forces.gc.ca]
Sent: Wednesday, July 08, 2009 9:51 AM
To: Nathalie.L.Seguin@nrc-cnrc.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca;
Marc.Pilon@rcmp-grc.gc.ca; ROCK.DUMONT@forces.gc.ca
Cc: Bill Troupe; Tamara Chamberlain; jim.jones2@sympatico.ca
Subject: FW: Reference

<<Reference Check R2.8-Mr R. Singh.doc>> Just to let you know where we are on this, still no response as yet...Michel

-----Original Message-----

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: Wednesday, 8, July, 2009 07:57 AM
To: 'Ram.Singh@tbs-sct.gc.ca'
Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca
Subject: RE: Reference

Mr Singh, please find attached the reference request, what we would need is your assessment as stated on attachment B, your attestation as to the quality of services provided is necessary as it is a rated requirement as per RFP criteria approved by the DG Mgt Ctee.

Please note that it would be appreciated to return attachment B to a new Fax # - 613-991-5254 as it is closer to my office and would help ensure it not get lost.

Cheers

Michel Brisebois
993-2590

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 7, July, 2009 17:01 PM
To: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Cc: Ryan.Mill@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: Re: Reference

I understand and was advised by mrs zovatto nd her assistant that the docs were faxed yesterday.

----- Original Message -----

From: MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
To: Singh, Ram
Sent: Tue Jul 07 09:56:08 2009
Subject: Reference

Mr Singh, can you please call me as we awaiting your response to finalize the evaluation.

Thank you in advance for your cooperation.

Michel Brisebois
613-325-5229

Sent from my wireless handheld device / Transmis de mon appareil portable

Page 570

**is withheld pursuant to section
est retenue en vertu de l'article**

69(1)(g) re: (a)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

**Pages 571 to / à 600
are withheld pursuant to section
sont retenues en vertu de l'article**

69(1)(a)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Singh, Ram

From: Danagher, Dan
Sent: July 22, 2009 1:10 PM
To: Gilbert, Suzanne
Cc: Zovatto, Claudia; Graham, Don; Singh, Ram
Subject: FW: CHANGE IN DUE DATE - SMC Week Ahead - July 27 to 31, 2009 / Orientation hebdomadaire du CHD - semaine du 27 au 31 juillet 2009

Importance: High

Attachments: SMC_Week_Ahead-Week_of_July_27_to_31_2009.DOC

Suzanne,

Given Claudia's absence, I have updated the IRP entry.

Dan Danagher
Executive Director | Directeur exécutif
Compensation & Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

From: Gilbert, Suzanne
Sent: July 22, 2009 8:04 AM
To: Gilbert, Suzanne; Bourgeois-Doré, Lise; Cloutier, Denis-Paul; Danagher, Dan; Graham, Don; Heavens, Drew; Ross, Sean; Trottier, Carl; Zovatto, Claudia; Macdonald, Dave; Lafortune, Joanne; Thibodeau, Marc; Lauzé, Guy; Lanoue, Francine; Munro, Karen; Germain, Louis
Cc: Charron, Rachelle; Duggan, Dennis; Montplaisir, Lise; Prescott, Edith; Proulx, Lucie; Samson, Diane M.R.; Prud'homme, Lourena; Duval, Dominique; Stever, Linda; Smith, Marie-Chantale
Subject: CHANGE IN DUE DATE - SMC Week Ahead - July 27 to 31, 2009 / Orientation hebdomadaire du CHD - semaine du 27 au 31 juillet 2009
Importance: High

Bonjour,

J'aimerais recevoir vos commentaires d'ici midi aujourd'hui puisqu'une réunion de gestion aura lieu jeudi matin à 9 :15.

Thanks for your collaboration.

Suzanne

Suzanne Gilbert
Policy Analyst | Analyste des politiques

Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Suzanne.Gilbert@tbs-sct.gc.ca
Telephone | Téléphone 613-952-1691 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Gilbert, Suzanne
Sent: Tuesday, July 21, 2009 1:57 PM
To: Gilbert, Suzanne; Bertrand, Bianca; Bourgeois-Doré, Lise; Cloutier, Denis-Paul; Danagher, Dan; Graham, Don; Heavens, Drew; Ross, Sean; Trottier, Carl; Zovatto, Claudia; Macdonald, Dave; Lafortune, Joanne; Thibodeau, Marc; Lauzé, Guy; Lanoue, Francine; Munro, Karen; Germain, Louis
Cc: Charron, Rachelle; Duggan, Dennis; Montplaisir, Lise; Prescott, Edith; Proulx, Lucie; Samson, Diane M.R.; Prud'homme, Lourena; Duval, Dominique; Stever, Linda; Smith, Marie-Chantale
Subject: RE: SMC Week Ahead - July 27 to 31, 2009 / Orientation hebdomadaire du CHD - semaine du 27 au 31 juillet 2009
Importance: High

Good afternoon,

Please find enclosed the SMC Week Ahead document. Could you please send me your updates in **green highlights by 10:00 a.m. on Thursday, July 23rd.**

Thank you for your cooperation.

Bonjour,

Veillez trouver ci-joint le document d'Orientation hebdomadaire du CHD. Veuillez me faire parvenir votre mise à jour **surlignée en vert pour 10 h, le jeudi 23 juillet.**

Je vous remercie de votre collaboration.



SMC_Week_Ahead-
Week_of_July_27...

Suzanne

Suzanne Gilbert
Policy Analyst | Analyste des politiques

Corporate Liaison and Strategic Management | Liaison ministérielle et gestion stratégique
Labour Relations & Compensation Operations | Relations de travail et opérations de
rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

Suzanne.Gilbert@tbs-sct.gc.ca

Telephone | Téléphone 613-952-1691 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter |
Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Proulx, Lucie **On Behalf Of** Smith, Marie-Chantale

Sent: Tuesday, July 21, 2009 4:30 PM

To: Gilbert, Suzanne

Subject: Management Meeting jeudi

Suzanne,

Juste pour te laisser savoir que la réunion vient d'être déplacée. Elle aura lieu jeudi de 9h15 à 10h15.

Marie-Chantale

Singh, Ram

From: Chalifoux, Suzanne
Sent: August 19, 2009 7:32 AM
To: Zovatto, Claudia; Gagnon, Alain; Singh, Ram
Cc: Tuckey, Sharron
Subject: "Ce n'est pas transparent" - Wednesday, August 19, 2009 - LA PRESSE

Provided by NewsDesk <http://www.infomedia.gc.ca/tbs-sct/> Fourni par Info Média

Wednesday, August 19,
2009

LA PRESSE

LA PRESSE
POLITIQUE, Page: A12

Received | Reçu: 2009-08-
19 5:26 AM

http://www.infomedia.gc.ca/tbs-sct/articles/unrestricted/2009/08/tbs200981049413997_30.htm - cont#cont

"Ce n'est pas transparent"

Beauchemin, Malorie

L'opposition libérale accuse le gouvernement conservateur d'avoir manqué de transparence dans l'attribution à l'entreprise Royal LePage d'un contrat visant les déménagements des employés fédéraux.

Comme La Presse l'avait annoncé la semaine dernière, le ministère des Travaux publics a annoncé en catimini, hier, sur son site, qu'un "nouveau contrat" avait été attribué à Brookfield Global Relocation Services, nouveau nom des Services de relogement Royal LePage, pour une durée de cinq ans, dans le cadre du Programme de réinstallation intégré.

Autour de 20 000 employés fédéraux, dont 15 000 membres des Forces canadiennes, sont déplacés chaque année d'une ville à l'autre. Royal LePage détient le contrat depuis une décennie. Or, l'entreprise a été le seul soumissionnaire, dans un processus d'appel d'offres critiqué par l'industrie.

Depuis 2002, le dossier est entaché de controverses, d'enquêtes et de poursuites. Une enquête a d'abord révélé que des fonctionnaires s'étaient placés en conflit d'intérêts en acceptant des cadeaux de Royal LePage. Puis, en 2006, la vérificatrice générale, Sheila Fraser, a conclu que le processus d'appel d'offres de 2004 contenait aussi des irrégularités.

"Les conservateurs ont promis de changer le processus, mais ils n'ont rien fait, a dit hier la critique libérale en matière de Travaux publics, Martha Hall Findlay. Ils savaient qu'il y avait des problèmes. Ils ont eu des avis depuis des mois. Ça soulève bien des questions."

Dans une lettre envoyée à Christian Paradis, le ministre des Travaux publics, la députée libérale somme le gouvernement de démontrer que le processus a été transparent et équitable, "sans quoi la procédure en question devrait être reprise".

"On a posé des questions en comité. On a essayé. On n'a eu aucune réponse, a-t-elle ajouté. C'est difficile de dire si le processus a été équitable ou non, mais ce que je peux dire, c'est que ce n'est pas transparent."

La députée néo-démocrate Carol Hughes s'inquiète aussi du fait que le contrat, évalué à 150 millions de dollars, ait été attribué sans qu'il y ait concurrence. "Il va falloir voir si le processus fonctionne ou pas. La vérificatrice générale a déjà dit que c'était problématique. Ce serait peut-être le moment de voir si on ne devrait pas scinder le contrat", a souligné Mme Hughes.

Dès l'appel d'offres, en avril, l'industrie s'était insurgée contre les courts délais accordés pour soumissionner, mais aussi pour se préparer à remplir un contrat de cette ampleur.

"Le processus était tel que seul Royal LePage pouvait obtenir le contrat", a estimé hier Vickie Campbell, présidente de l'entreprise TransferEASE Relocation, qui avait soumissionné le même contrat en 2004. Mme Campbell s'était rendue à Ottawa l'automne dernier pour présenter aux responsables des recommandations afin d'avoir un "processus ouvert", qui permettrait à d'autres entreprises de soumissionner.

"Quand l'appel d'offres a été publié, aucun changement n'avait été fait à la suite de mes recommandations ou de celles d'autres entreprises", a souligné Mme Campbell. Elle réclame maintenant que la vérificatrice générale se penche de nouveau sur l'attribution de ce lucratif contrat.

Le ministre Paradis n'était "pas disponible" pour répondre aux questions de La Presse, hier, a-t-on indiqué à son bureau.

**Media contents in NewsDesk
are copyright protected.
Please refer to Important
Notices page for the details.**

**Le contenu médiatique d'Info Média est
protégé par les droits d'auteur.
Veuillez vous reporter à la page des avis
importants pour les détails.**

Suzanne Chalifoux
Policy Analyst | Conseillère en politiques
Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien
au CNM
Compensation and Labour Relations | Rémunération et Relations de travail
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

Suzanne.Chalifoux@tbs-sct.gc.ca

Telephone | Téléphone 613-941-4608 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |

Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: August 26, 2009 12:09 PM
To: Zovatto, Claudia; Danagher, Dan
Cc: Singh, Ram
Subject: Integrated Relocation Program

Importance: High

I just returned from the first meeting (supposedly the first) where the new relocation contract was being discussed. Leaving that meeting I am very confused about my status at the secretariat. Also based on what I read and heard I am now confirmed in my personal beliefs why I was never allowed to see the documentation being prepared for the retender, not even the questions. In fact sitting in the meeting made me feel as though I was just being "accommodated".

I should have known when I was advised that "You are welcome to attend but do have any control over the discussion. Hope that meets with your understanding of the situation." Based on what I have heard and what has transpired I am left to feel that I am being faulted for the mess of the current contract and as a result I was excluded from decision making process in the new contract.

Please be aware that I will adhere to the contents of this contract and be advised that any reports required must be requested not from me but from the authority now in charge of the Integrated Relocation Program.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Zovatto, Claudia
Sent: August 26, 2009 12:43 PM
To: Singh, Ram; Danagher, Dan
Subject: RE: Integrated Relocation Program

Ram,

Thank you for our discussion – Dan and I will explore this further.

Claudia Zovatto

Senior Director | Directeur principal

Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte

Compensation and Labour Relations | Rémunération et relations de travail

Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |

Téléimprimeur 613-952-3002

Government of Canada | Gouvernement du Canada

From: Singh, Ram

Sent: August 26, 2009 12:09 PM

To: Zovatto, Claudia; Danagher, Dan

Cc: Singh, Ram

Subject: Integrated Relocation Program

Importance: High

I just returned from the first meeting (supposedly the first) where the new relocation contract was being discussed. Leaving that meeting I am very confused about my status at the secretariat. Also based on what I read and heard I am now confirmed in my personal beliefs why I was never allowed to see the documentation being prepared for the retender, not even the questions. In fact sitting in the meeting made me feel as though I was just being "accommodated".

I should have known when I was advised that "You are welcome to attend but do have any control over the discussion. Hope that meets with your understanding of the situation." Based on what I have heard and what has transpired I am left to feel that I am being faulted for the mess of the current contract and as a result I was excluded from decision making process in the new contract.

Please be aware that I will adhere to the contents of this contract and be advised that any reports required must be requested not from me but from the authority now in charge of the Integrated Relocation Program.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de

rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: August 27, 2009 9:05 AM
To: Zovatto, Claudia; Danagher, Dan
Cc: Ross, Sean; Singh, Ram
Subject: IRP new contract

Importance: High

I am humbly suggestin g that someone act ASAP on the matter I raised relating to this contract. My suggestion is simply because instructions are being given to Brookfield as to how to operate.

e.g. if Alain has a problem with the IAs he cannot go to Brookfield, he will have to go to Eric Kahler who will meet with Brookfield to resolve service delivery issues.

e.g. if a department has an issue with Brookfield vs an employee subject to relo they come to me and I liaise with RLRS however this changes under the super doper position now created and I as the Program Authority cannot approach Brookfield instead I go to Kahler.

e.g. quarterly meetings are now chaired by Kahler and PWGSC?

e.g. can somebody explain to me please how come CF now will have access to every department's relocation expenditure? I always thought this was TBS's area?

e.g. I was under the impression that the TB Ministers when they approved the IRP delegated authority to us at TBS so when was there a change that gave the authority now to CF? by the way they admitted yesterday that the entire process is contrary to their modus operand III

e.g. are you aware that the experts who developed the retendering material failed to request a public web site? It is not a requirement under the contract and we cannot force Brookfield to have one.

Are you aware that TBS has been removed from the contract? Are we not the government's management Team? Guess that is now tasked to PWGSC and Eric Kahler!!

These are just some of my concerns. A lot less work for me and I guess with the new contract Eric Kahler now attends the NJC meetings to speak to the BAs and address grievances since he is now overseeing the IRP.

D. Ram Singh

Program Authority Integrated Relocation Programs|Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: September 15, 2009 2:08 PM
To: Zovatto, Claudia; Danagher, Dan
Cc: Gagnon, Alain; Singh, Ram
Subject: IRP CONTRACT WITH BGRS EFFECTIVE DECEMBER 1/2009

Importance: High

As I mentioned previously there seems to have been some serious errors in the new contract. According to Tamara in her e-mail of September 9, 2009 9:35 AM the Employee Requested "(ER) relocations have not been identified as a separate requirement under the new contract" – this despite the fact that I specifically identified it as a needed a service during the SOR development phase. She went on to explain that " after a fair amount of discussion, a decision was made by the DG Management Board at the time of RFP release to include only IAs as a separate category. "

The other issue is that the contract includes a list of departments/Agencies we expect services to be provided for. It ignores the fact that the Federal Government undergoes continuous changes and new Agencies etc., are created to meet the burgeoning needs of the Canadian public. Who will provide relocation services for the Human reproduction Agency next spring when the unit has to relocate to Vancouver?

The other issue which surfaced to day is the basis of payment. We had asked PWGSC to explain to us how this system is intended to work because from a simple read it looks very confusing. To add to that, BGRS stated that they expected to be paid 100% of their fees. Well, according to the mock up provided by Tamara which was approved by PW's legal etc., if for example a file for the CF is opened on October 1st this year, then BGRS will be paid the fees of the new contract despite the fact they did the work under the current contract. Similarly, for both the RCMP and ourselves, if a similar incident occurred, the fees paid would be 2/3 of the current fees and 1/3 under the new contract – definitely not what BGRS thought. In our discussion she was saying that *this was a proposal and that we would be negotiating this matter personally and directly with Mr. Bonin of BGRS.* I feel that thi9s is an issue which needs to be handled and approved at your level, not by PWGSC since a decision is being made on behalf of all departments/Agencies.

Of note, the RCMO has issues too – currently they do not pay for the relocation of members from one Crown home to another in IP situations. Effective December 1st this changes and they have to pay full fees.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

Singh, Ram

From: Danagher, Dan
Sent: September 17, 2009 2:16 PM
To: Zovatto, Claudia
Cc: Gagnon, Alain; Singh, Ram; Boucher, Lina; EL Zarka, Antoinette
Subject: RE: IRP CONTRACT WITH BGRS EFFECTIVE DECEMBER 1/2009

Okay – can you tee-up with Antoinette?

Dan Danagher
Executive Director | Directeur exécutif
Compensation & Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

From: Zovatto, Claudia
Sent: September 17, 2009 11:45 AM
To: Danagher, Dan
Cc: Gagnon, Alain; Singh, Ram; Boucher, Lina
Subject: RE: IRP CONTRACT WITH BGRS EFFECTIVE DECEMBER 1/2009

Dan,
I would propose a DG meeting for the week of Sept 29 to address these issues.

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: September 15, 2009 2:08 PM
To: Zovatto, Claudia; Danagher, Dan

Pages 613 to / à 614

are duplicates

sont des duplicatas

Singh, Ram

From: Tremblay, Jo-Anne
Sent: September 22, 2009 7:46 AM
To: Zovatto, Claudia; Singh, Ram; Gagnon, Alain
Subject: MPs ask why Royal LePage unit lone bidder on relocation deal

Tuesday, September 22,
2009

OTTAWA CITIZEN

THE OTTAWA CITIZEN
(FINAL)
NEWS, Page: A1 /
FRONT

Received | Reçu: 2009-
09-22 3:12 AM

http://www.infomedia.gc.ca/tbs-sct/articles/unrestricted/2009/09/tbs20099563616988_9.htm - cont#cont

MPs ask why Royal LePage unit lone bidder on relocation deal

Firm has won 'kingmaker' contract four times since '98

Kathryn May, The Ottawa Citizen

The biggest employee relocation contract of its kind in Canada went up for grabs this summer and attracted only one bidder.

That result concerns MPs who want to know why, after so much controversy and scrutiny, Royal LePage Relocation Services once again won the multimillion-dollar deal to relocate the 18,500 military, bureaucrats and RCMP moved to new posts every year.

It's a question the Commons government operations committee is asking and has called Public Works Minister Christian Paradis to explain.

"It's one of the largest contracts of its kind in North America so I am puzzled that the department, when it was forced to go through the bidding process again, allowed it to evolve in such a way that it had only one Canadian bidder," said Liberal MP Derek Lee, who chairs the committee.

But some say the outcome shouldn't be a surprise. Critics warned that Public Works' April 29 tender call forced an impossibly tight bid deadline and an even tighter deadline to start delivering the service.

The most vocal critic was Brice Atyeo, president of Envoy Relocation Services, the firm that is suing Public Works for bungling the 2004 contract that he lost to Royal LePage. He warned that only Royal LePage, which already had a national service up and running, could meet the tight timelines.

Public Works, the **government's** procurement arm, has been dogged by controversy over its handling of the contract for years. It has been at the centre of an internal investigation, lawsuits, and **Canadian International Trade Tribunal** hearings.

The last furore erupted when **Auditor General Sheila Fraser** found Public Works bungled the 2004 tender with information that stacked the deal in favour of LePage. As a result, the **government** promised to re-tender the contract in 2009.

With that promise, the industry waited to get a crack at this massive contract, which one supplier called a "kingmaker" for any firm that lands it. The contract involves expenditures of \$1 billion and fees worth about \$148 million.

But when bidding closed June 22, Royal Le-Page -- now called Brookfield Global Relocation Services -- was the only bidder. It was awarded the contract Aug. 18. It is the fourth time Royal LePage has won the contract since the program began as a pilot project in 1998.

Companies in the relocation industry have a string of reasons they didn't bid, from the huge start-up cost, including new technology, hiring and training staff, opening offices across Canada and fulfilling **bilingual** requirements. American firms were blocked because the database containing the files of workers being transferred had to be housed in Canada. But the biggest obstacle was time.

"I'm sure they all have their own reasons for not bidding but the most important reason is that if any of them had bid and won they would fall flat on their face because they would not have enough time to get set up. Public Works had total control over that aspect of the RFP (request for proposal) so we can only conclude that they did not want any bidders other than the incumbent to submit a bid," says Atyeo.

Public Works had more than two years to re-tender the contract. It issued a request for information in August 2008, but didn't go to tender until April 29 and set a deadline of June 22 for bids.

The winning bidder was required to start taking over 20,000 active files by September and be ready to begin assuming new files by December.

The old contract expires Nov. 30.

Liberal MP Martha Hall-Findley has written to Paradis demanding an explanation about how a fair and open competition could yield only one bidder. She said the way it was handled has raised serious questions whether the contract was bungled or deliberately "tailored" to ensure it went to Le-Page.

"The participants in the process and indeed all Canadians must be satisfied that the process was open and fair. If not, a new contract awarding process must be undertaken," she wrote Paradis.

The contract attracted notoriety long before Fraser's report on the 2004 deal.

The 2002 contract, also won by LePage, was also scrapped and re-tendered in part because a bureaucrat who oversaw the contract took a Caribbean cruise with a Royal Le-Page executive. At the same time, competing bidders took Public Works to the **Canadian International Trade Tribunal** over an unfair bidding process and eventually won.

Jon Hanson of Procurement Insights says the case is symptomatic of Public Works' push for large, multi-year contracts.

Over time, Hanson argues, bureaucrats get comfortable with a supplier and don't want to rock the boat or worse, face glitches in today's risk-averse **government** by trying a new one. This erodes the base of suppliers, prices creep up, competition all but vanishes and monopolies develop.

In contrast, the **U.S. government** breaks up its relocation contracts to ensure it attracts multiple competitors for each bid and gets best value.

Graham Badun, CEO of sole bidder Brookfield, said the industry had plenty of time to prepare because it knew the deal was coming for two years. He said the RFP's timelines were "as long or longer" as previous ones and the contract allowed room for extensions.

Public Works says, in a written response, that it went out of its way to ensure it ran a fair and open competition.

Officials say the department sought industry input last August and considered 400 suggestions when designing the bid process and preparing the final tender. It argued the June 22 bid deadline was plenty of time and longer than its previous tenders. And it gave a six-month start-up period in two phases to accommodate a new supplier.

The industry argued this six-month start-up was useless because firms had to be up and running for Sept. 1.

The department insisted it was receptive to concerns. It says it received 140 questions and suggestions during the bid, but since no one complained about the start-up period the department could not address the problem

Singh, Ram

From: Bill Troupe [Bill.Troupe@tpsgc-pwgsc.gc.ca]
Sent: April 29, 2009 2:36 PM
To: Liliane Saint Pierre; Danagher, Dan; Jérôme Thauvette; Francine Deleseleuc; MARIETTE.FYFE-FORTIN@forces.gc.ca; BELOVICH.DM@forces.gc.ca
Cc: Zovatto, Claudia; Scott Leslie; CELINE.BEDARD@forces.gc.ca; ERIC.KAHLER@forces.gc.ca; Todd Lamb; Gagnon, Alain; Tamara Chamberlain; Nathalie Blais; Gary Cooper; Stephane Chevrier; jim jones; Rose Harasym; Vanessa Martin; Annick Gauvin-Fleurant; Mary Lou Devine; Pierre Paquette; Debbie Roberts; Chantal Andrews; KIMBERLY.MACKAY@forces.gc.ca; DANIEL.TUPLING@forces.gc.ca; Singh, Ram; KENNETH.CAMPBELL3@forces.gc.ca; rick.wilson@ppiconsulting.ca; Trina Poots; Brian Hochberg
Subject: IRP RFP Released

Good Day All,

I am pleased to inform you that after a great deal of hard work in the part of all concerned, the Integrated Relocation Program - Request for Proposal will be published on MERX between 5:30 and 6:00 PM today. The RFP will be found on the MERX website www.Merx.com.

PWGSC will advise all respondents to the RFI when this requirement has been posted.

Certainly the conclusion of Phase 1 of this process is a significant milestone. As we enter Phase 2, we can expect some additional requirements in the form of Questions from Bidders, perhaps some media inquiries, all of this culminating with what we hope will be a number of responsive bids.

Your continued support and assistance is highly valued and greatly appreciated.

Regards,

W.J. (Bill) Troupe, CD

Contracts Manager / Gestionnaire des contrats,

Integrated Relocation Program/ Programme de réinstallation intégré,
Special Procurement Initiatives Directorate / Direction des Initiatives d'Approvisionnement,
Services and Technology Acquisitions Management Sector / Sector de la Gestion de
l'Approvisionnement en Services et en Technologies,
Acquisitions Branch / Direction Générale Des Approvisionnements
Public Works and Government Services Canada / Travaux publics et Services gouvernementaux
Canada

Tel / Tél: (819) 956-0972

Cell / Tél: (613) 889-8997

Fax / Téléc: (819) 956-2675

Singh, Ram

From: Zovatto, Claudia
Sent: April 30, 2009 3:33 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: FW: IRP RFP Evaluation Team

fyi

Claudia Zovatto

Senior Director | Directeur principal

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Claudia.Zovatto@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |

Téléimprimeur 613-952-3002

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Danagher, Dan
Sent: April 30, 2009 3:32 PM
To: 'scott.leslie@tpsgc-pwgsc.gc.ca'
Cc: 'Jerome.Thauvette@tpsgc-pwgsc.gc.ca'; 'Francine Deleseleuc';
'CELINE.BEDARD@forces.gc.ca'; 'DAVID.BELOVICH@forces.gc.ca'; Zovatto, Claudia;
'bill.troupe@tpsgc-pwgsc.gc.ca'; 'Tamara.Chamberlain@tpsgc-pwgsc.gc.ca';
'FyfeFortin.M@forces.gc.ca'
Subject: IRP RFP Evaluation Team

The DG Management Board today confirmed two things:

IRP RFP Evaluation Team

- The DG Management Board has the sole authority to confirm the membership of the RFP evaluation team.
- The client departments' members of evaluation team are:
 - Celine Bédard, DND
 - Eric Kahler, DND
 - Todd Lamb, RCMP
 - Alain Gagnon, TBS
- DND, RCMP, and TBS were asked to identify alternative representatives to the above within the next 3 weeks and certainly no later than the end of the solicitation period.

Bidders Question Management Protocol

- PW will receive and log all bidders' questions and forward them (target: same day) to DND (Materiel). PW will establish turnaround times (target: 2 business days).
- Celine Bédard (and/or her alternate – possibly Michel Brisebois) will be the prime coordinator for all responses.

- Cmdr Kahler will act as prime technical authority and will provide all the technical information/responses required to Céline. Further, he will be responsible for engaging Todd Lamb and Alain Gagnon when required.
- Cmdr Kahler and Celine will establish their own routing protocol and all responses will be copied to the working group.
- Any response requiring DG direction must be escalated quickly. To that end, the DG Management Board will be prepared to meet, via conference call, on a weekly or more frequent basis throughout the solicitation period.

Dan Danagher

Executive Director | Directeur exécutif

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Dan.Danagher@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |

Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: April 30, 2009 3:36 PM
To: Zovatto, Claudia; Gagnon, Alain
Cc: Singh, Ram
Subject: RE: IRP RFP Evaluation Team

Thank you and that puts it to rest

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: April 30, 2009 3:33 PM
To: Gagnon, Alain
Cc: Singh, Ram
Subject: FW: IRP RFP Evaluation Team

fyi

Claudia Zovatto
Senior Director | Directeur principal
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Danagher, Dan
Sent: April 30, 2009 3:32 PM
To: 'scott.leslie@tpsgc-pwgsc.gc.ca'
Cc: 'Jerome.Thauvette@tpsgc-pwgsc.gc.ca'; 'Francine Deleseleuc';

'CELINE.BEDARD@forces.gc.ca'; 'DAVID.BELOVICH@forces.gc.ca'; Zovatto, Claudia;
'bill.troupe@tpsgc-pwgsc.gc.ca'; 'Tamara.Chamberlain@tpsgc-pwgsc.gc.ca';
'FyfeFortin.M@forces.gc.ca'

Subject: IRP RFP Evaluation Team

The DG Management Board today confirmed two things:

IRP RFP Evaluation Team

- The DG Management Board has the sole authority to confirm the membership of the RFP evaluation team.
- The client departments' members of evaluation team are:
 - Celine Bédard, DND
 - Eric Kahler, DND
 - Todd Lamb, RCMP
 - Alain Gagnon, TBS
- DND, RCMP, and TBS were asked to identify alternative representatives to the above within the next 3 weeks and certainly no later than the end of the solicitation period.

Bidders Question Management Protocol

- PW will receive and log all bidders' questions and forward them (target: same day) to DND (Materiel). PW will establish turnaround times (target: 2 business days).
- Celine Bédard (and/or her alternate – possibly Michel Brisebois) will be the prime coordinator for all responses.
- Cmdr Kahler will act as prime technical authority and will provide all the technical information/responses required to Céline. Further, he will be responsible for engaging Todd Lamb and Alain Gagnon when required.
- Cmdr Kahler and Celine will establish their own routing protocol and all responses will be copied to the working group.
- Any response requiring DG direction must be escalated quickly. To that end, the DG Management Board will be prepared to meet, via conference call, on a weekly or more frequent basis throughout the solicitation period.

Dan Danagher

Executive Director | Directeur exécutif

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Dan.Danagher@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |

Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

**ADM Steering Committee Meeting
Integrated Relocation Program (IRP)
Record of Decisions
May 21, 2008 (13:00-14:30)
14A2-101, Place du Portage, Gatineau**

Members/Alternates:

Liliane saint pierre (Chair)
Dan Danagher (TBS)
Marianne Fyfe-Fortin (DND)
LCol. David Belovich (CF)
Francine de Léséluc (RCMP)
Jérôme Thauvette (PWGSC)
Pierre Paquette (PWGSC)

Guests:

Claudia Zovatto (TBS)
Ron Charlebois (RCMP)
Cdr. Eric Kahler (DND)
Tamara Chamberlain (PWGSC)

Absent

Hélène Laurendeau (TBS)
Major General Walter Semianiw (DND)
Alain Séguin (RCMP)
BGen L. J. Colwell (CF/OGMP)
Ellen Stensholt (PWGSC/DOJ)
Marie-France Chartrand (PWGSC/DOJ)
Ram Singh (TBS)
Kenneth Campbell (DND)
Bill Troupe (PWGSC)

Item	Action
Issues/Discussion	
<ul style="list-style-type: none"> ▪ A governance structure for the various IRP committees will be drafted to establish the roles and responsibilities of the Committee and its members. TBS to provide information on the IRP as a Program. 	PWGSC/TBS
<ul style="list-style-type: none"> ▪ TBS to initiate DG Level Oversight Committee to steer and provide leadership on key activities such as approval of the proposed governance structure and any revisions to the procurement timelines, sign-off of the SOR, etc. 	TBS CF
<ul style="list-style-type: none"> ▪ Commander Eric Kahler of the Canadian Forces will act as the Point of Contact (POC) for the IRP Working Group. 	CF/TBS/RCMP
<ul style="list-style-type: none"> ▪ The following are the updated delivery timelines: <ul style="list-style-type: none"> • 6 June - SOR to be delivered to PWGSC. • Mid June - Translated SOR to be delivered to PWGSC. 	

- Mid June - Evaluation Criteria to be delivered to PWGSC.
- Early July - Translated Evaluation Criteria to be delivered to PWGSC.

Item 5 – Next Steps

- DG Level Oversight Committee to convene as soon as possible. TBS to initiate contact with identified members shortly. TBS
- IRP Working Group to complete SOR development and deliver by 6 June. IRP Working Group

Prepared by: Tamara Chamberlain
Reviewed by: Bill Troupe, Pierre Paquette, Jérôme Thauvette
Approved by: Liliane saint pierre

**Pages 625 to / à 626
are withheld pursuant to section
sont retenues en vertu de l'article**

69(1)(g) re: (a)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

Graham, Don

From: Singh, Ram
Sent: August 5, 2009 4:02 PM
To: Pyman, David; Cloutier, Denis-Paul; Zovatto, Claudia; Gagnon, Alain; Mill, Ryan
Cc: Trottier, Carl
Subject: Re: CLRO input to Transition Book

From: Pyman, David
To: Cloutier, Denis-Paul; Zovatto, Claudia; Singh, Ram; Gagnon, Alain; Mill, Ryan
Cc: Trottier, Carl
Sent: Wed Aug 05 14:17:13 2009
Subject: FW: CLRO input to Transition Book

Could you please assist me in responding to the request below

David Pyman

Senior Policy Analyst | Analyste principal de la politique

Compensation and Labour Relations | Rémunération et relations de travail

Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

David.Pyman@tbs-sct.gc.ca

Telephone | Téléphone 613-946-4679 / Facsimile | Télécopieur 613-952-9421 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Millner, Jacqueline
Sent: August 5, 2009 2:11 PM
To: Pyman, David
Subject: CLRO input to Transition Book

Claudia/Ram/Alain

Ryan if none of these people are in could you tell me who is responsible for RELO?

Denis Paul

In the note on IMPLEMENTATION OF THE *PUBLIC SECTOR EQUITABLE COMPENSATION ACT*, under Current Status, you say "TBS will have a lead role in drafting the Government Response" Could that be OCHRO?

Also in the Actions, "There are no known immediate actions required for the Secretary. However, based on recent developments, the Secretary or the President of the Treasury Board may be asked to appear within short notice before a Standing Committee of the House of Commons or the Senate" Would these functions be delegated to the CHRO now?

Jacqueline Millner

Office of the Chief Human Resources Officer | Bureau du dirigeant principal des ressources humaines

Treasury Board of Canada, Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Jacqueline.Millner@tbs-sct.gc.ca

Telephone | Téléphone 613-957-2219 / Facsimile | Télécopieur 613-948-4758 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Singh, Ram

From: Todd Lamb [Todd.Lamb@rcmp-grc.gc.ca]
Sent: August 25, 2009 10:12 AM
To: KAHLER.EC@forces.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; Guylaine Pare; Singh, Ram
Cc: TUPLING.FRD@forces.gc.ca; Ray Duguay; Gagnon, Alain; Gary.Cooper@tpsgc-pwgsc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Subject: RE: EI/ CPP Contributions - Employer

My understanding is that RLRS contracted a professional accounting firm in (around) 1999 to determine the taxable status of the provisions at that time. I further understand that RLRS instructed the accounting firm to take an "aggressive" approach to the question of taxation to minimize the tax to the Member/Employee.

Since then, I believe the issue of taxable benefits has not been revisited. This is despite the numerous changes to the IRP provisions and the many changes to the income tax act.

I am uncertain if the CRA would agree with the taxable status of all the provisions in the IRP/NJC.

Regards,
Todd

>>> <Ram.Singh@tbs-sct.gc.ca> August 25, 2009 9:54 am >>>
Rlrs/Brookfield had their tax lawyers consult with CRA and identify taxability. This is identified in the Its Your move booklet.

To my memory and ability to recall (considering old age etc) we have not changed the program so I fail to see what else needs to be confirmed as taxable etc.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

-----Original Message-----

From: Todd Lamb [mailto: Todd.Lamb@rcmp-grc.gc.ca]
Sent: August 25, 2009 9:44 AM
To: KAHLER.EC@forces.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; Guylaine Pare; Gagnon, Alain; Singh, Ram
Cc: TUPLING.FRD@forces.gc.ca; Ray Duguay; Gary.Cooper@tpsgc-pwgsc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca

Subject: RE: EI/ CPP Contributions - Employer

Thank you Ram but I may not have made myself clear.

The taxation system requires people and companies to self declare. In order to do this, you have to review the Income Tax Act and the interpretation bulletins and see if it effects your situation. CRA will review your return to see if they agree with your position.

Given all the provisions in the IRP/NJC and all the Federal/Provincial budgets, what process do the various departments follow to ensure these provisions being properly deemed taxable or non-taxable? Is this done by RLRS? If it is, what direction have they

been given?

Todd

>>> <Ram.Singh@tbs-sct.gc.ca> August 25, 2009 9:23 am >>>
Taxation is determined by CRA, not by any of us. We do not determine taxability.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]
Sent: August 25, 2009 8:59 AM
To: Eric Kahler; Tamara Chamberlain; Guylaine Pare; Gagnon, Alain; Singh, Ram
Cc: Dan Tupling; Ray Duguay; Gary Cooper; Stephane Chevrier
Subject: Re: EI/ CPP Contributions - Employer

Good morning.

I will be available for the meeting.

I would like to raise a related issue. Under the current and previous contracts, it is unclear who is responsible to determine which provisions in the IRP/NJC are taxable benefits. With each revision to the IRP/NJC and each Federal and Provincial Budget, who determines the taxable status of each provision?

Regards,
Todd

RCMP Relocation Policy Centre
Todd Lamb
3rd floor, 440 Coventry Road,
Ottawa, ON
K1A 0R2

phone 613 949 4575
fax 613 952 7167

>>> "Tamara Chamberlain" <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca> August 24, 2009 4:32 pm >>>
Good Afternoon,

1. The purpose of this email is to identify your availability for a meeting to discuss Employer Contributions to EI/ CPP under the IRP Contracts (current and soon to be awarded). As you may be aware, some work has been going on in the background on this matter and it is appropriate that you are informed about recent developments as we move toward a new IRP contract. To assist you, below you will find some background on this topic.

2. Based on availability of personnel, it is proposed that we meet to discuss this issue and explore options for dealing with this in the future. Please provide me with your availability to attend a 10:00 AM meeting on Wednesday 2 September, at Place du Portage. I believe that this will take 1.5 - 2 hours. Certainly, addressees noted above are requested, if available. Should this not be the case and should it be

advisable to defer this meeting until later in August or early September, this can be accommodated. As the Departments and Agencies participating in the IRP will soon be receiving cheques from CRA reimbursing some Royal LePage Relocation Services - Employer Contributions to EI/ CPP, it is believed that a proactive approach to dealing with the anticipated questions is wise.

3. It would be appreciated if you could advise your availability not later than COB Wednesday, 26 August.

Merci / Regards,

Tamara Chamberlain

Autorité Contractante du PRI / IRP Contract Authority Direction des initiatives spéciales d'approvisionnement | Special Procurement Initiatives Directorate Direction générale des Approvisionnements | Acquisitions Branch Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada 11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

Background

Current IRP Contract

1. As you may know the payment of EI/ CPP premiums to CRA consists of 2 components:

a) the employee's portion, for which there are deductions at source (i.e. it is taken off of one's pay) and there is an annual maximum contribution. This is remitted to CRA on your behalf by your employer and is reflected on your T4 or equivalent document; and

b) a portion that is paid by one's employer, that is remitted to CRA under your name and on your behalf, as a result of receiving taxable benefits.

2. Certainly the realm of taxation and remittances to CRA is heavily governed by legislation. One effect of this is that CRA, in some cases, has little discretion in dealing with challenging and occasionally complex situations that were not contemplated at the time that the legislation was authored and passed into law. CRA is working with PWGSC and Brookfield Global Relocation Services - Brookfield GRS (formerly: Royal LePage Relocation Services) in exploring this matter, has indicated that this situation is constrained by legislation, making the identification of alternative approaches most challenging.

3. Brookfield GRS, by virtue of disbursing funds under the IRP on behalf of the Government of Canada (GC) (e.g. travel expenses related to house hunting and the relocation, some third party services, etc), has been designated by CRA as a "Deemed Employer" for the purposes of remittances of the employer's contributions to EI/ CPP. In many cases members of both the CF and RCMP, as well as Federal Public Servants will max out their annual EI and CPP "deductions at source" contributions through usual contributions resulting from employment within the GC; this is reflected on our pay statements. There are nevertheless numerous instances where maxing out our annual EI/ CPP contributions does not occur prior to authorizing a relocation under the IRP or cannot reasonably be assured (e.g. relocations authorized in the first half of the calendar year, retirement relocations, Initial Appointee relocations, files that are open over several taxation years, etc).

In most cases, it is largely impossible for Brookfield GRS to objectively determine whether or not this will occur without the GC sharing payroll information with Brookfield GRS, which is unlikely due to privacy laws.

The result of this "deemed employer" status is that both the GC and Brookfield GRS are required to remit to CRA the EI and CPP contributions (both the employee's and employer's portions). This is a direct flow-through cost under the IRP Contract, as it is an employment expense over which Brookfield GRS has no control; Brookfield GRS therefore does not receive the benefit of any additional overhead or mark-up on these expenses. Certainly, you have concluded that there is some duplication of contributions here; this is correct. Certainly, personnel relocated under the IRP receive T4 or like documents that identify the EI/ CPP contributions made through their employment and under the IRP. In the case of an overpayment (i.e. above the annual maximum contribution levels), this is reimbursed to the member/employee by CRA at the time of submission of the annual income tax return. The reimbursement of overpayments of the employer's portion of EI/ CPP contributions is not quite as straight forward.

4. Consider someone working for two different employers, e.g. for the GC and working at Tim Horton's during the evenings or on the weekends. One would receive wages, have deductions withheld at source for EI/ CPP at both jobs; and both of our employers would make the legislated remittances to CRA, the deductions at source (our contributions) and the employer's EI/ CPP contributions. As noted above, any overpayment of deductions at source (our contributions) would be refunded to us by CRA, when we file our annual tax return. In this example, there is no return of any portion the employer's contributions to either employer; i.e. CRA receives contributions pertaining to EI/ CPP from two employers. The key difference with the IRP, is that taxable benefits are being disbursed by both the GC, and more particularly Brookfield GRS - acting on behalf of the GC. This EI/ CPP contribution and often overpayment made under the legislation by Brookfield GRS is a cost borne by the Client Department authorizing the relocation.

5. As a result of correspondence received by Brookfield GRS from CRA on 4 July 2008, it became evident that the Client Departments have incurred (in some cases substantial) overpayments of EI/ CPP, due to Brookfield GRS' statutory obligations to make such remittances, due to disbursement of IRP benefits on behalf of the GC. This revelation was brought to the attention of the IRP Contract Authority and discussed with both CRA and Brookfield GRS. At the time of the first meeting between Brookfield GRS, PWGSC and CRA, CRA advised that reimbursement of (EI or CPP overpayments for FY 2004 was at that time "statute barred", meaning that the time limits for claiming reimbursement had been exceeded. They further advised that timely action would be required to prevent recurrence of this situation for other applicable years in which overpayments occurred.

6. To resolve this situation, Brookfield GRS provided CRA with specific data pertaining to the employer's remittances EI/ CPP made under the names of individuals relocated under the IRP, remittances that were made on behalf of the GC under the IRP. For a number of reasons, PWGSC was unable to provide similar information, as requested by CRA. In the end CRA was able to use the RLRS data to reconcile the remittances and calculate the overpayments and reimbursements to the Departments and Agencies participating in the IRP. CRA has indicated that due to the amount of work associated with this reconciliation, that they are not prepared to continue on the same basis into the future. Regardless of this position, it would appear that a similar exercise will be required for the 2008 taxation year.

7. The reconciliations undertaken by CRA have now resulted in credits that are due and payable to Departments and Agencies participating in the IRP. These payments, once received, are very likely to generate questions. It is for this reason, that it would be most appropriate that we meet to discuss the events that have led to this reimbursement. It is my understanding that unless special arrangements have been made by the relevant departments and agencies, any refund or reimbursement cheques will have to be remitted to the Receiver General.

8. It would appear that there is some further work to do with Revenue Quebec, pertaining to this same matter. This is currently being investigated and you will be updated as more information is received.

New IRP Contract

9. The above situation with the "deemed employer" designation and the reimbursement of overpayments by CRA was not sufficiently evolved as to clearly identify the changes required for the new IRP contract, thus there is no change to this

requirement in the new contract.

10. Fundamentally, there are a number of factors that make resolution of the existing situation particularly challenging:

* Discussion with CRA has revealed that reconsideration of the "deemed employer" status is unlikely, due to current legislation;

* Due to the administrative burden that this reconciliation caused, CRA does not wish to conduct annual reconciliations of EI/ CPP overpayments created on the IRP contract on an ongoing basis. This presumes that another viable solution can be found;

* To avoid this situation, employer's remittances of EI/ CPP premiums between Brookfiled GRS and the GC must be harmonized, thereby centralizing responsibility for employer's contributions for EI/ CPP under one party. While it is possible for Brookfiled GRS to provide the GC with payroll data, the capacity of the GC (PWGSC or the Client Departments) to enter and manage this data in the current pay system in an efficient manner without undue manual intervention is uncertain;

* The provision of GC member/employee payroll information to Brookfiled GRS would seem to be an unlikely option, due to privacy laws; and

* To prevent overpayment of deductions at source for EI/ CPP, it is uncertain how Brookfiled GRS could reasonably anticipate those members/employees who will not max out on their contributions given the wide variation in personal circumstances for members/employees.

11. Substantially, it would appear that we have the same situation in the new IRP contract that we have in the existing IRP contracts that expire on 30 November 2009; fundamentally our relationship appears to be unchanged. Being neither an accountant nor a pay system specialist, it is possible that there are alternative courses of action that might be pursued; similarly, there may be other particularly relevant questions that should be asked of the relevant stakeholders. Initially, I would like to discuss this matter with the Departmental Authorities and the IRP Working Group. Following this meeting and the satisfaction of any additional information requirements to fully appreciate the details of this issue, it would perhaps be wise to have discussions with Legal (due to the taxation legislation applicable to this issue and based on CRA's legal involvement to this point), a Director within the PWGSC Pay System (who administer the payroll for the entirety of the GC), the relevant CRA personnel (to explore other potential options), and finally with Brookfiled GRS. Some of these meetings could be combined, however, I believe that it would be prudent to discuss this matter from a requirements point of view, prior to involving the other parties.

Merci / Regards,

Tamara Chamberlain

Autorité Contractante du PRI / IRP Contract Authority Direction des initiatives spéciales
d'approvisionnement | Special Procurement Initiatives Directorate Direction générale des
Approvisionnements | Acquisitions Branch Travaux publics et Services gouvernementaux
Canada | Public Works and Government Services Canada 11, rue Laurier, Portage III, 10C1,
Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5 Courriel
| Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: August 25, 2009 3:00 PM
To: Singh, Ram
Subject: RE: Preliminary meeting regarding new IRP Contract

Yes, but as Technical Authority I am running the mtg. You are welcome to attend but do have any control over the discussion. Hope that meets with your understanding of the situation.

Thanks.

Cheers, Eric

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 25, August, 2009 12:03 PM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: RE: Preliminary meeting regarding new IRP Contract

Delegated by TB ministers to be responsible for the IRP Program - Alain is assisting me in relo and I gave him an envelope the initial Appointee one to handle.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: August 25, 2009 12:00 PM
To: Singh, Ram
Subject: RE: Preliminary meeting regarding new IRP Contract

What does that mean?? Program Authority??

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du

Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, 25, August, 2009 11:41 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Todd.Lamb@rcmp-grc.gc.ca;
Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; dantupling@rogers.com;
Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Gary.Cooper@tpsgc-pwgsc.gc.ca;
Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Cc: Jeffery BE@CMP DGCB@Ottawa-Hull
Subject: RE: Preliminary meeting regarding new IRP Contract

AS MENTIONED EARLIER, AS THE Program Authority I will be attending

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: August 25, 2009 11:37 AM
To: ERIC.KAHLER@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; Singh, Ram; Gagnon, Alain; dantupling@rogers.com;
MICHEL.BRISEBOIS@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Cc: BRENT.JEFFERY@forces.gc.ca
Subject: RE: Preliminary meeting regarding new IRP Contract

This meeting will take place here tomorrow morning at 0900 with time slotted until 1200 if necessary. The Friday mtg with BGRS will take place here on Friday morning within time slot 0900 to 1200.

Eric Kahler

Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Télécopieur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

>
> From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
> Sent: Monday, 24, August, 2009 15:36 PM
> To: Todd.Lamb@rcmp-grc.gc.ca; 'Tamara Chamberlain'; 'Ram.Singh@tbs-sct.gc.ca';
Alain.Gagnon@tbs-sct.gc.ca; 'dantupling@rogers.com'; Brisebois MLN@ADM(Mat) D Maj
Proc@Ottawa-Hull
> Cc: Jeffery BE@CMP DGCB@Ottawa-Hull
> Subject: Preliminary meeting regarding new IRP Contract

>
> In preparation for a meeting I have tentatively arranged with Brookfield Global Relocation Services for this coming Friday the 28th, I would like to bring this group together for a meeting on Wednesday. Please advise preference/availability for afternoon or morning. Ram: who will attend for your org, only you or Alain are required.

>
> Eric Kahler

> Commander | capitaine de frégate
> Director Relocation Business Management | Directeur - Gestion des
> activités de réinstallation CF Integrated Relocation Program |
> Programme de réinstallation intégrée des FC Chief of Military
> Personnel | Chef du personnel militaire National Defence | Défense
> nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone
> |Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
> Teletypewriter (National Defence) | Téléimprimeur (Défense nationale)
> 1-800-467-9877 Government of Canada | Gouvernement du Canada
>

Singh, Ram

From: Zovatto, Claudia
Sent: August 26, 2009 12:43 PM
To: Singh, Ram; Danagher, Dan
Subject: RE: Integrated Relocation Program

Ram,
Thank you for our discussion – Dan and I will explore this further.

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: August 26, 2009 12:09 PM
To: Zovatto, Claudia; Danagher, Dan
Cc: Singh, Ram
Subject: Integrated Relocation Program
Importance: High

I just returned from the first meeting (supposedly the first) where the new relocation contract was being discussed. Leaving that meeting I am very confused about my status at the secretariat. Also based on what I read and heard I am now confirmed in my personal beliefs why I was never allowed to see the documentation being prepared for the retender, not even the questions. In fact sitting in the meeting made me feel as though I was just being "accommodated".

I should have known when I was advised that "You are welcome to attend but do have any control over the discussion. Hope that meets with your understanding of the situation." Based on what I have heard and what has transpired I am left to feel that I am being faulted for the mess of the current contract and as a result I was excluded from decision making process in the new contract.

Please be aware that I will adhere to the contents of this contract and be advised that any reports required must be requested not from me but from the authority now in charge of the Integrated Relocation Program.

D. Ram Singh
Program Authority Integrated Relocation Programs|Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: August 27, 2009 9:05 AM
To: Zovatto, Claudia; Danagher, Dan
Cc: Ross, Sean; Singh, Ram
Subject: IRP new contract

Importance: High

I am humbly suggestin g that someone act ASAP on the matter I raised relating to this contract. My suggestion is simply because instructions are being given to Brookfield as to how to operate.

e.g. if Alain has a problem with the IAs he cannot go to Brookfield, he will have to go to Eric Kahler who will meet with Brookfield to resolve service delivery issues.

e.g. if a department has an issue with Brookfield vs an employee subject to relo they come to me and I liaise with RLRS however this changes under the super doper position now created and I as the Program Authority cannot approach Brookfield instead I go to Kahler.

e.g. quarterly meetings are now chaired by Kahler and PWGSC?

e.g. can somebody explain to me please how come CF now will have access to every department's relocation expenditure? I always thought this was TBS's area?

e.g. I was under the impression that the TB Ministers when they approved the IRP delegated authority to us at TBS so when was there a change that gave the authority now to CF? by the way they admitted yesterday that the entire process is contrary to their modus operand !!!

e.g. are you aware that the experts who developed the retendering material failed to request a public web site? It is not a requirement under the contract and we cannot force Brookfield to have one.

Are you aware that TBS has been removed from the contract? Are we not the government's management Team? Guess that is now tasked to PWGSC and Eric Kahler!!

These are just some of my concerns. A lot less work for me and I guess with the new contract Eric Kahler now attends the NJC meetings to speak to the BAs and address grievances since he is now overseeing the IRP.

D. Ram Singh

Program Authority Integrated Relocation Programs|Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Singh, Ram

From: Singh, Ram
Sent: August 31, 2009 1:04 PM
To: Boucher, Mélanie; esavard@royallepage2.com
Cc: Michel Bonin; Gagnon, Alain; Zovatto, Claudia; Singh, Ram; Danagher, Dan
Subject: PLEASE CIRCULATE TO ALL RELOCATION DNCS
Importance: High

BILINGUAL MESSAGE/MESSAGE BILINGUE

SUBJECT: ANNOUNCEMENT OF A NEW GOVERNMENT OF CANADA RELOCATION CONTRACT

1. THE PURPOSE OF THIS MESSAGE/ADVISORY IS TO ADVISE THAT THE GOVERNMENT OF CANADA HAS AWARDED A FIVE YEAR CONTRACT TO BROOKFIELD GLOBAL RELOCATION SERVICES TO PROVIDE INTEGRATED RELOCATION PROGRAM SERVICES TO FEDERAL PUBLIC SERVANTS, MEMBERS OF THE ROYAL CANADIAN MOUNTED POLICE (RCMP), AND CANADIAN FORCES (CF) PERSONNEL. WHILE THE NAME "BROOKFIELD GLOBAL RELOCATION SERVICES" WILL NOT BE FAMILIAR TO MANY, PRIOR TO JUNE 2009, THIS COMPANY WAS CALLED "ROYAL LEPAGE RELOCATION SERVICES". ROYAL LEPAGE RELOCATION SERVICES IS THE CURRENT GOVERNMENT OF CANADA CONTRACTED PROVIDER OF RELOCATION SERVICES TO MOST FEDERAL PUBLIC SERVANTS, MEMBERS OF THE RCMP, AND CF PERSONNEL

2. ON AN ANNUAL BASIS, THE GOVERNMENT OF CANADA INTEGRATED RELOCATION PROGRAM RELOCATES APPROXIMATELY 1,400 FEDERAL PUBLIC SERVANTS, 2,100 RCMP MEMBERS, AND 15,000 CF PERSONNEL ACROSS CANADA AND AROUND THE WORLD. RELOCATION SERVICES PROVIDED INCLUDE PRE AND POST MOVE PLANNING, MARKETING ASSISTANCE, AND DESTINATION ADMINISTRATION AND FOLLOW-UP. ROYAL LEPAGE RELOCATION SERVICES HAS ALWAYS PROVIDED OUR PERSONNEL WITH PROFESSIONAL AND COURTEOUS SUPPORT. I AM CONFIDENT THAT THE QUALITY OF THE RELOCATION PROGRAM PROVIDED BY BROOKFIELD GLOBAL RELOCATION SERVICES WILL BE OF THE SAME HIGH STANDARD AND THAT THE TRANSITION TO THE NEW CONTRACT WILL BE SEAMLESS AND ALL BUT TRANSPARENT TO OUR PERSONNEL

END OF ENGLISH TEXT, FRENCH TEXT FOLLOWS / FIN DU TEXTE ANGLAIS, LE TEXTE FRANCAIS SUIVIT

OBJET: ANNONCE D UN NOUVEAU CONTRAT DE REINSTALLATION DU GOUVERNEMENT DU Canada

1. LE BUT DE CE MESSAGE EST DE VOUS INFORMER QUE LE GOUVERNEMENT DU CANADA A OCTROYE UN CONTRAT DE CINQ ANS AUX SERVICES GLOBAUX DE RELOGEMENT BROOKFIELD POUR FOURNIR LES SERVICES DU PROGRAMME DE REINSTALLATION INTEGREE AUX FONCTIONNAIRES FEDERAUX, AUX MEMBRES DE LA GENDARMERIE ROYALE DU CANADA (GRC) ET AUX MEMBRES DES FORCES CANADIENNES (FC). MALGRE QUE LE NOM « SERVICES GLOBAUX DE RELOGEMENT BROOKFIELD » NE VOUS SOIT PEUT-ETRE PAS FAMILIER, CETTE COMPAGNIE AVANT LE 1 JUIN 2009, S APPELAIT « SERVICES DE RELOGEMENT ROYAL LEPAGE ». LES SERVICES DE RELOGEMENT ROYAL LEPAGE EST LE FOURNISSEUR CONTRACTUEL EN VIGUEUR DU GOUVERNEMENT DU CANADA POUR LES SERVICES DE REINSTALLATION POUR LA MAJORITE DES FONCTIONNAIRES FEDERAUX, LES MEMBRES DE LA GRC ET LES MEMBRES DES FC

2. LE PROGRAMME DE REINSTALLATION INTEGREE DU GOUVERNEMENT DU CANADA RELOGE APPROXIMATIVEMENT PAR ANNEE, 1,400 FONCTIONNAIRES, 2,100 MEMBRES DE LA GRC ET 15,000 MEMBRES DES FC A TRAVERS LE PAYS ET PARTOUT DANS LE MONDE. LES SERVICES DE REINSTALLATION FOURNIS, INCLUENT LA PLANIFICATION AVANT ET APRES LE DEMENAGEMENT, ASSISTANCE A LA MISE EN MARCHE ET ADMINISTRATION A DESTINATION ET SUIVI. LES SERVICES DE RELOGEMENT ROYAL LEPAGE ONT TOUJOURS FOURNIT UN SERVICE PROFESSIONNEL

2010-11-23

000640

ET COURTOIS AUX FONCTIONNAIRES. JE SUIS CERTAIN QUE LA QUALITE DU PROGRAMME DE REINSTALLATION PAR LES SERVICES GLOBAUX DE RELOGEMENT BROOKFIELD RENCONTRERA CES EXIGENCES ET QUE LA TRANSITION AU NOUVEAU CONTRAT SERA CONTINUE ET PRATIQUEMENT TRANSPARENTE AUX FONCTIONNAIRES.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Singh, Ram

From: Singh, Ram
Sent: September 1, 2009 10:11 AM
To: 'Tamara Chamberlain'
Cc: Singh, Ram
Subject: RE: Agenda

Your call.

As the Program Authority I have concerns but I am not referred to in the contract so I raise these concerns at this time. I will be meeting with Dan Danagher and company later to discuss this contract and the evident omission of TBS as Program Authority in the contract document. I am not aware that the Federal Government or the TB Ministers made structural changes in financial reporting that now passes all financial reports to CF. I do not support having all financial reports for every department going to CF. that is a TBS function and should never have been changed.

On another note I noticed that you have to submit the annual report to TB so congrats.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 1, 2009 9:57 AM
To: Singh, Ram; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; ERIC.KAHLER@forces.gc.ca; Stephane Chevrier; todd.lamb@rcmp-grc.gc.ca
Subject: RE: Agenda

Hi Ram

Was hoping you could provide a few more details as to what you would like to discuss on the below topics? I am wondering if it makes sense to discuss them as a group (or you and I via telecon) before raising with BGRS. I think some may be easily clarified without their time or assistance. For example, your reference to article 6.3 is a good point. It should not be refer to members only but should identify a M/E instead. It is possible there may be a few other items that arise in the coming weeks that may require an administrative amendment and as such, this can be modified at that time. It is certainly something we can clarify with BGRS.

Thanks.

Merci / Regards,

Tamara Chamberlain

Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC

2010-11-22

000642

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5
 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
 Téléphone | Telephone 819-956-5898
 Télécopieur | Facsimile 819-956-9235
 Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, August 31, 2009 12:23 PM
To: DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; ERIC.KAHLER@forces.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca
Subject: RE: Agenda
Importance: High

I want to speak about the listing of GOC departments to be handled by BGRS,

6.3 of the contract speaks about members?

My concern about section 6.4.2 (a) – advance of funds

My concern with item 20 – departmental reports

Sorry about the non-availability of our board room(s)

R

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
 Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: August 31, 2009 11:38 AM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Subject: FW: Agenda

Cdr Kahler is working from home today and has asked me to remind you, on his behalf, that he would appreciate your providing him with Agenda items for our Thurs 3 Sep (this week) meeting before tomorrow.

FYI, GOC/TB will not be hosting the meeting this week so we will **not** be meeting at 400 Cooper St. I am in the process of finalizing the new location & will get back to you NLT tomorrow with our new meeting locale.

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services
Officer
Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)
<mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Monday, 31, August, 2009 11:10 AM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Agenda

Please remind our 11 people that we are looking for agenda items by COB today. To add to the AIL from my perspective is the fact that the q and a's form part of the SOR/RFP especially the part about regions, how to deal with walk-ins and role of CA TA and. PrA. Others will come to mind.

Sent from my wireless handheld device / Transmis de mon appareil portable

Singh, Ram

From: Tamara Chamberlain [Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 1, 2009 4:19 PM
To: Singh, Ram
Cc: ERIC.KAHLER@forces.gc.ca
Subject: RE: Agenda

Thanks Ram.

The Program Authority continues to be responsible for the Directive and related CF and RCMP Policies. As such, I do not believe the role of the Program Authority has changed. While historically the Program Authority was identified as the main point of contact under the IRP contracts, it was decided in this instance that a Technical Authority would be identified instead. Since the objective of the Contract is to implement what is set out in the Directive and Policies, the single Technical Authority will act as the primary point of contact for technical issues related to the Contract. The on-going day-to-day issues will be handled by the respective entity's DA and Program issues by yourself, as they have been. Since the Contract implements the Program and the policies, the DG Management Board identified Cdr. Kahler as the Technical Authority. With the CF as the biggest user, the DG Management Board felt this was an appropriate selection. ADM (Mat) is working to develop a Governance structure that will further clarify the various roles.

As far as access to the financial reports go, as discussed at last weeks meetings, access to these reports can be arranged through the TA. Revisions to the process can certainly be discussed with Eric.

Regarding the Program's reporting structure: I disagree that there has been a change. The Contract does not modify the reporting structure, therefore I do not understand the reference to PWGSC submitting an annual report to TB. As noted above, the Contract implements what is set out under the IRP Directive and the related policies. It does not over take them. The SOR identifies to whom the deliverables are submitted (primarily the TA, with the CA for information purposes in most cases). The TA then distributes. The single point of contact was included to simplify these processes, particularly for the contractor, but also for us. Although the process to obtain the financial information may have changed, the information itself remains available via the TA and each individual department's DA, and possibly directly to you as the Program Authority. This may require some additional discussion between yourself and Eric.

I hope this helps to clarify things a little better. Perhaps Dan will be able to offer some additional insight into the decisions made by the DG Management Board and how he envisions things working as we go forward.

Merci / Regards,

Tamara Chamberlain

Gestionnaire par intérim / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Tuesday, September 01, 2009 10:11 AM
To: Tamara Chamberlain

Cc: Ram.Singh@tbs-sct.gc.ca
Subject: RE: Agenda

Your call.

As the Program Authority I have concerns but I am not referred to in the contract so I raise these concerns at this time. I will be meeting with Dan Danagher and company later to discuss this contract and the evident omission of TBS as Program Authority in the contract document. I am not aware that the Federal Government or the TB Ministers made structural changes in financial reporting that now passes all financial reports to CF. I do not support having all financial reports for every department going to CF. that is a TBS function and should never have been changed.

On another note I noticed that you have to submit the annual report to TB so congrats.

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 1, 2009 9:57 AM
To: Singh, Ram; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; ERIC.KAHLER@forces.gc.ca; Stephane Chevrier; todd.lamb@rcmp-grc.gc.ca
Subject: RE: Agenda

Hi Ram

Was hoping you could provide a few more details as to what you would like to discuss on the below topics? I am wondering if it makes sense to discuss them as a group (or you and I via telecon) before raising with BGRS. I think some may be easily clarified without their time or assistance. For example, your reference to article 6.3 is a good point. It should not be refer to members only but should identify a M/E instead. It is possible there may be a few other items that arise in the coming weeks that may require an administrative amendment and as such, this can be modified at that time. It is certainly something we can clarify with BGRS.

Thanks.

Merci / Regards,

Tamara Chamberlain

Gestionnaire par intérim / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, August 31, 2009 12:23 PM

2010-11-23

000646

To: DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; ERIC.KAHLER@forces.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca
Subject: RE: Agenda
Importance: High

I want to speak about the listing of GOC departments to be handled by BGRS,

6.3 of the contract speaks about members?

My concern about section 6.4.2 (a) – advance of funds

My concern with item 20 – departmental reports

Sorry about the non-availability of our board room(s)

R

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
 Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]

Sent: August 31, 2009 11:38 AM

To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca

Subject: FW: Agenda

Cdr Kahler is working from home today and has asked me to remind you, on his behalf, that he would appreciate your providing him with Agenda items for our Thurs 3 Sep (this week) meeting before tomorrow.

FYI, GOC/TB will not be hosting the meeting this week so we will **not** be meeting at 400 Cooper St. I am in the process of finalizing the new location & will get back to you NLT tomorrow with our new meeting locale.

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services
 Officer

Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)

<mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Monday, 31, August, 2009 11:10 AM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Agenda

Please remind our 11 people that we are looking for agenda items by COB today. To add to the AIL from my perspective is the fact that the q and a's form part of the SOR/RFP especially the part about regions, how to deal with walk-ins and role of CA TA and. PrA. Others will come to mind.

Sent from my wireless handheld device / Transmis de mon appareil portable

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: September 1, 2009 5:03 PM
To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; DANIEL.TUPLING@forces.gc.ca;
Stephane.Chevrier@tpsgc-pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca;
KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; Singh,
Ram; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

concur

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de
réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée
des FC Chief of Military Personnel | Chef du personnel militaire National Defence |
Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone |
613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) |
Téléimprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du
Canada

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Tuesday, 1, September, 2009 15:45 PM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Stephane Chevrier; Brisebois MLN@ADM(Mat) D Maj
Proc@Ottawa-Hull; Campbell KD@ADM(Mat) DESP@Ottawa-Hull; ray.duguay@rcmp-grc.gc.ca;
Alain.Gagnon@tbs-sct.gc.ca; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca;
todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

The meeting room is booked at 1:00, but we can use it until then. I will send out a revised invitation to reflect this change.

I do not expect the CPP/EI component will require the full time we booked, but we will need to be economical with time allocated to each issue.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Tuesday, September 01, 2009 2:22 PM
To: Tamara Chamberlain; Stephane Chevrier; MICHEL.BRISEBOIS@forces.gc.ca;
KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Cdr Kahler & I both concur with Tamara's suggestion that addressees remain at the PWGSC meeting location after EI/ CPP meeting tomorrow morning and bash through as much of the pre-BGRS Agenda items as we can. Hopefully we can finish EI/ CPP before 1100 & the follow-on meeting by 1300. We may not tackle all the items or the items in order (e.g. it has been suggested that the roles topic (#2) may need more work before being brought to the

table for open discussion).

Tamara; could you please extend booking on your meeting room until 1400.
Thanks.

Major F.R. Dan Tupling
DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Tuesday, 1, September, 2009 12:41 PM
To: Stephane Chevrier; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj
Proc@Ottawa-Hull; Campbell KD@ADM(Mat) DESP@Ottawa-Hull; ray.duguay@rcmp-grc.gc.ca;
Alain.Gagnon@tbs-sct.gc.ca; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca;
todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Alternatively, we could also try to go over some of these tomorrow, after we complete our
discussion on the EI/ CPP Overpayments.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Stephane Chevrier
Sent: Tuesday, September 01, 2009 12:35 PM
To: 'DANIEL.TUPLING@forces.gc.ca'; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3
@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Tamara Chamberlain; todd.lamb@rcmp-
grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Hi Dan,

I agree with Tamara's suggestion of a conference call.

Stephane

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Tuesday, September 01, 2009 12:22 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper;
ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca;
Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca;
DANIEL.TUPLING@forces.gc.ca
Subject: FW: IRP Customer Meeting - without BGRS
Importance: High

See Voting Buttons above

Among the Agenda Items proposed for our Thurs Meeting with BGRS, are a number of items
that as a minimum should be discussed by the Crown reps before involving the Contractor.

I have extracted these items and put them into the list below and I propose that as a
minimum one rep from each of the stakeholders/orgs meet here (DGCB 4th Floor) tomorrow,

Wed 2 Sep, from 1330 to 1500 to at least clarify what we want and identify to whom the question/task should be assigned.

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:28 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: IRP Customer Meeting - without BGRS
Importance: High

Hi sir,

In looking over the Agenda items provided I agree with Tamara's suggestion (in her email to Ram about some of his items), that the non BGRS reps should talk certain items over before meeting with the Contractor. The following are some things that could/should be on the agenda:

Agenda Items IRP DA/TA/PA/CA Meeting - Date TBD

Contributor

Kahler 1. the RFP Questions & Answers form part of the SOR/RFP

Kahler 2. Role of CA, TA and. PrA (& DAs?)

Lamb 3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable

Lamb 4. Admin Fee calculations - clarification of BOP & MOP

Tupling 5. 6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

Tupling 6. The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers;

Singh

7. the listing of GOC departments to be handled by BGRS,

Singh

8. Section/para 6.3 of the contract needs to be amended from "members" to M/Es

Singh

9. Concerned about section 6.4.2 (a) - advance of funds

Singh

10. Concerned about section 20 - departmental reports

Tamara suggested that this could be even done by teleconferencing. Should we explore this; maybe hold a pre-meeting Thursday morning?

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Singh, Ram

From: DAVID.BELOVICH@forces.gc.ca
Sent: September 1, 2009 5:32 PM
To: ERIC.KAHLER@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca
Cc: CELINE.BEDARD@forces.gc.ca
Subject: Re: IRP Customer Meeting - without BGRS

I do not need to be at this mtg. Cdr Kahler is CF OPI on all matters IRP. He has my full authority to act, decide, and commit for DGCB.

Col D.M. Belovich, DGCB, 613.302.7556

Sent from my wireless handheld device / Transmis de mon appareil portable

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
To: Campbell KD@ADM(Mat) DESP@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; 'Gary.Cooper@tpsgc-pwgsc.gc.ca' <Gary.Cooper@tpsgc-pwgsc.gc.ca>; 'ray.duguay@rcmp-grc.gc.ca' <ray.duguay@rcmp-grc.gc.ca>; 'Alain.Gagnon@tbs-sct.gc.ca' <Alain.Gagnon@tbs-sct.gc.ca>; 'Ram.Singh@tbs-sct.gc.ca' <Ram.Singh@tbs-sct.gc.ca>; 'Stephane.Chevrier@tpsgc-pwgsc.gc.ca' <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; 'Tamara.Chamberlain@pwgsc.gc.ca' <Tamara.Chamberlain@pwgsc.gc.ca>; 'todd.lamb@rcmp-grc.gc.ca' <todd.lamb@rcmp-grc.gc.ca>
Cc: Belovich Col DM@CMP DGCB@Ottawa-Hull; Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: Tue Sep 01 17:17:11 2009
Subject: RE: IRP Customer Meeting - without BGRS

I am a Director. I fail to see why we need anymore people at a table that is already overstocked with talent. If someone could explain the value added of a more senior manager at the table I would appreciate it.

Eric Kahler
 Commander | capitaine de frégate
 Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
 CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
 Chief of Military Personnel | Chef du personnel militaire
 National Defence | Défense nationale
 Ottawa, Canada, K1A 0K2
 eric.kahler@forces.gc.ca
 Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877
 Government of Canada | Gouvernement du Canada

From: Campbell KD@ADM(Mat) DESP@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 17:13 PM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; 'Gary.Cooper@tpsgc-pwgsc.gc.ca'; 'ray.duguay@rcmp-grc.gc.ca'; 'Alain.Gagnon@tbs-sct.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; 'Stephane.Chevrier@tpsgc-pwgsc.gc.ca';

'Tamara.Chamberlain@pwgsc.gc.ca'; 'todd.lamb@rcmp-grc.gc.ca'

Subject: Re: IRP Customer Meeting - without BGRS

I'm thinking a Director at minimum and most likely a DG. That's why I believe this decision should be made at a more senior level than the IRP Working Group. But that's just how I see it. Cheers

Sent from my wireless handheld device / Transmis de mon appareil portable

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Campbell KD@ADM(Mat) DESP@Ottawa-Hull; Cooper, Gary <Gary.Cooper@tpsgc-pwgsc.gc.ca>; Duguay, Ray - RCMP <ray.duguay@rcmp-grc.gc.ca>; Gagnon, Alain (TBS) <Alain.Gagnon@tbs-sct.gc.ca>; Singh, Ram <Ram.Singh@tbs-sct.gc.ca>; Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; Tamara.Chamberlain@pwgsc.gc.ca <Tamara.Chamberlain@pwgsc.gc.ca>; todd.lamb@rcmp-grc.gc.ca <todd.lamb@rcmp-grc.gc.ca>

Sent: Tue Sep 01 17:08:15 2009

Subject: RE: IRP Customer Meeting - without BGRS

Who is the recommended lucky candidate?

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des activités de réinstallation

CF Integrated Relocation Program | Programme de réinstallation intégrée des FC

Chief of Military Personnel | Chef du personnel militaire

National Defence | Défense nationale

Ottawa, Canada, K1A 0K2

eric.kahler@forces.gc.ca

Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220

Teletypewriter (National Defence) | Téléimprimeur (Défense nationale) 1-800-467-9877

Government of Canada | Gouvernement du Canada

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull

Sent: Tuesday, 1, September, 2009 14:32 PM

To: Brisebois, Michel; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Cooper, Gary; Duguay, Ray - RCMP; Gagnon, Alain (TBS); Kahler Cdr EC; Singh, Ram; Stephane Chevrier; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull (DANIEL.TUPLING@forces.gc.ca)

Subject: FW: IRP Customer Meeting - without BGRS

Another potential Agenda Item for tomorrow's meeting; the participation of a Senior Crown rep on the BGRS Oversight Committee. Please be prepared to identify nominees if you concur with proposal.

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer

Fax/Télécopieur : (613) 992-3220 | ☎ (613) (996-0116)

<<mailto:DANIEL.TUPLING@forces.gc.ca>>

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 12:50 PM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Will attend: IRP Customer Meeting - without BGRS

Hi Dan, if not too late, I would like to add an item, as you will remember from reading the BGRS proposal, they have established a senior management oversight committee dedicated to addressing IRP contract issues. In discussion with Madame Bédard, we find it quite appropriate that a Crown senior manager sit at the table for these meetings..

Michel

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: September 1, 2009 5:34 PM
To: esavard@royalpage2.com; MBonin@royalpage2.com; Singh, Ram
Subject: RE: Important TBS Message//Message important du SCT

Great job Ram!! We still have not released the CANFORGEN, so now it will look like we copied from you.

Eric Kahler
 Commander | capitaine de frégate
 Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
 CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
 Chief of Military Personnel | Chef du personnel militaire
 National Defence | Défense nationale
 Ottawa, Canada, K1A 0K2
 eric.kahler@forces.gc.ca
 Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877
 Government of Canada | Gouvernement du Canada

From: Assistance@royalpage2.com [mailto:Assistance@royalpage2.com]
Sent: Tuesday, 1, September, 2009 12:22 PM
To: Assistance@royalpage2.com
Cc: Eliane Savard; Jeanette Jones; Michel Bonin; Ram.Singh@tbs-sct.gc.ca
Subject: Important TBS Message//Message important du SCT
Importance: High

Please note this announcement is sent on behalf of D. Ram Singh, IRP Project Authority, Treasury Board Secretariat.

BILINGUAL MESSAGE/MESSAGE BILINGUE

SUBJECT:ANNOUNCEMENT OF A NEW GOVERNMENT OF CANADA RELOCATION CONTRACT

1. THE PURPOSE OF THIS MESSAGE/ADVISORY IS TO ADVISE THAT THE GOVERNMENT OF CANADA HAS AWARDED A FIVE YEAR CONTRACT TO BROOKFIELD GLOBAL RELOCATION SERVICES TO PROVIDE INTEGRATED RELOCATION PROGRAM SERVICES TO FEDERAL PUBLIC SERVANTS, MEMBERS OF THE ROYAL CANADIAN MOUNTED POLICE (RCMP), AND CANADIAN FORCES (CF) PERSONNEL. WHILE THE NAME "BROOKFIELD GLOBAL RELOCATION SERVICES" WILL NOT BE FAMILIAR TO MANY, PRIOR TO JUNE 2009, THIS COMPANY WAS CALLED "ROYAL LEPAGE RELOCATION SERVICES". ROYAL LEPAGE RELOCATION SERVICES IS THE CURRENT GOVERNMENT OF CANADA CONTRACTED PROVIDER OF RELOCATION SERVICES TO MOST FEDERAL PUBLIC SERVANTS, MEMBERS OF THE RCMP, AND CF PERSONNEL
2. ON AN ANNUAL BASIS, THE GOVERNMENT OF CANADA INTEGRATED RELOCATION PROGRAM RELOCATES APPROXIMATELY 1,400 FEDERAL PUBLIC SERVANTS, 2,100 RCMP MEMBERS, AND 15,000 CF PERSONNEL ACROSS CANADA AND AROUND THE WORLD. RELOCATION SERVICES PROVIDED INCLUDE PRE AND POST MOVE PLANNING, MARKETING

2010-11-22

000655

ASSISTANCE, AND DESTINATION ADMINISTRATION AND FOLLOW-UP. ROYAL LEPAGE RELOCATION SERVICES HAS ALWAYS PROVIDED OUR PERSONNEL WITH PROFESSIONAL AND COURTEOUS SUPPORT. I AM CONFIDENT THAT THE QUALITY OF THE RELOCATION PROGRAM PROVIDED BY BROOKFIELD GLOBAL RELOCATION SERVICES WILL BE OF THE SAME HIGH STANDARD AND THAT THE TRANSITION TO THE NEW CONTRACT WILL BE SEAMLESS AND ALL BUT TRANSPARENT TO OUR PERSONNEL

END OF ENGLISH TEXT, FRENCH TEXT FOLLOWS / FIN DU TEXTE ANGLAIS, LE TEXTE FRANCAIS SUIT

OBJET: ANNONCE D UN NOUVEAU CONTRAT DE REINSTALLATION DU GOUVERNEMENT DU Canada

1. LE BUT DE CE MESSAGE EST DE VOUS INFORMER QUE LE GOUVERNEMENT DU CANADA A OCTROYE UN CONTRAT DE CINQ ANS AUX SERVICES GLOBAUX DE RELOGEMENT BROOKFIELD POUR FOURNIR LES SERVICES DU PROGRAMME DE REINSTALLATION INTEGREE AUX FONCTIONNAIRES FEDERAUX, AUX MEMBRES DE LA GENDARMERIE ROYALE DU CANADA (GRC) ET AUX MEMBRES DES FORCES CANADIENNES (FC). MALGRE QUE LE NOM « SERVICES GLOBAUX DE RELOGEMENT BROOKFIELD » NE VOUS SOIT PEUT-ETRE PAS FAMILIER, CETTE COMPAGNIE AVANT LE 1 JUIN 2009, S APPELAIT « SERVICES DE RELOGEMENT ROYAL LEPAGE ». LES SERVICES DE RELOGEMENT ROYAL LEPAGE EST LE FOURNISSEUR CONTRACTUEL EN VIGUEUR DU GOUVERNEMENT DU CANADA POUR LES SERVICES DE REINSTALLATION POUR LA MAJORITE DES FONCTIONNAIRES FEDERAUX, LES MEMBRES DE LA GRC ET LES MEMBRES DES FC

2. LE PROGRAMME DE REINSTALLATION INTEGREE DU GOUVERNEMENT DU CANADA RELOGE APPROXIMATIVEMENT PAR ANNEE, 1,400 FONCTIONNAIRES, 2,100 MEMBRES DE LA GRC ET 15,000 MEMBRES DES FC A TRAVERS LE PAYS ET PARTOUT DANS LE MONDE. LES SERVICES DE REINSTALLATION FOURNIS, INCLUENT LA PLANIFICATION AVANT ET APRES LE DEMENAGEMENT, ASSISTANCE A LA MISE EN MARCHE ET ADMINISTRATION A DESTINATION ET SUIVI. LES SERVICES DE RELOGEMENT ROYAL LEPAGE ONT TOUJOURS FOURNIT UN SERVICE PROFESSIONNEL ET COURTOIS AUX FONCTIONNAIRES. JE SUIS CERTAIN QUE LA QUALITE DU PROGRAMME DE REINSTALLATION PAR LES SERVICES GLOBAUX DE RELOGEMENT BROOKFIELD RENCONTRERA CES EXIGENCES ET QUE LA TRANSITION AU NOUVEAU CONTRAT SERA CONTINUE ET PRATIQUEMENT TRANSPARENTE AUX FONCTIONNAIRES.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Singh, Ram

From: Tamara Chamberlain [Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 2, 2009 9:44 AM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: RE: IRP Customer Meeting - without BGRS

Thanks for the heads up. Once you and Alain have a chance to discuss, let me know if you want to go over anything. We can go over things by phone, or even a little in advance of tomorrow's meeting.

Merci / Regards,

Tamara Chamberlain
 Gestionnaire par intérim / A/Manager
 DISA, DGA, TPSGC | SPID, AB, PWGSC
 11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
 10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
 Téléphone | Telephone 819-956-5898
 Télécopieur | Facsimile 819-956-9235
 Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, September 02, 2009 9:42 AM
To: Tamara Chamberlain
Cc: Alain.Gagnon@tbs-sct.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS
Importance: High

Sorry something has come up and Alain will represent me - he will brief me when he returns -

Thanks

R

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de
 réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en
 politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et
 politiques administratives Labour Relations & Compensation Operations | Relations de
 travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
 du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 1, 2009 12:41 PM
To: Stephane Chevrier; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca;
 KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain;
 ERIC.KAHLER@forces.gc.ca; Singh, Ram; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Alternatively, we could also try to go over some of these tomorrow, after we complete our discussion on the EI/ CPP Overpayments.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Stephane Chevrier
Sent: Tuesday, September 01, 2009 12:35 PM
To: 'DANIEL.TUPLING@forces.gc.ca'; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Hi Dan,

I agree with Tamara's suggestion of a conference call.

Stephane

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Tuesday, September 01, 2009 12:22 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Subject: FW: IRP Customer Meeting - without BGRS
Importance: High

See Voting Buttons above

Among the Agenda Items proposed for our Thurs Meeting with BGRS, are a number of items that as a minimum should be discussed by the Crown reps before involving the Contractor.

I have extracted these items and put them into the list below and I propose that as a minimum one rep from each of the stakeholders/orgs meet here (DGCB 4th Floor) tomorrow, Wed 2 Sep, from 1330 to 1500 to at least clarify what we want and identify to whom the question/task should be assigned.

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:28 AM
To: Kahler Gdr EC@CMP DGCB@Ottawa-Hull
Subject: IRP Customer Meeting - without BGRS
Importance: High

Hi sir,

In looking over the Agenda items provided I agree with Tamara's suggestion (in her email to Ram about some of his items), that the non BGRS reps should talk certain items over before meeting with the Contractor. The following are some things that could/should be on the agenda:

Agenda Items IRP DA/TA/PA/CA Meeting - Date TBD

Contributor

Kahler 1. the RFP Questions & Answers form part of the SOR/RFP

Kahler 2. Role of CA, TA and. PrA (& DAs?)

Lamb 3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate

rhetoric. The PIP needs some real human narrative to make it viable

Lamb 4. Admin Fee calculations - clarification of BOP & MOP

Tupling 5. 6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

Tupling 6. The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers;

Singh

7. the listing of GOC departments to be handled by BGRS,

Singh

8. Section/para 6.3 of the contract needs to be amended from "members" to M/Es

Singh

9. Concerned about section 6.4.2 (a) - advance of funds

Singh

10. Concerned about section 20 - departmental reports

Tamara suggested that this could be even done by teleconferencing. Should we explore this; maybe hold a pre-meeting Thursday morning?

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Singh, Ram

From: Singh, Ram
Sent: September 2, 2009 10:01 AM
To: 'ERIC.KAHLER@forces.gc.ca'; Todd.Lamb@rcmp-grc.gc.ca; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca
Cc: Singh, Ram; DANIEL.TUPLING@forces.gc.ca
Subject: RE: Agenda
Importance: High

Can we have some one address the similar issue of walk-ins for CF as it related to departments/Agencies on the GOC side – the contract contains a list so that means no one else?

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: September 1, 2009 4:53 PM
To: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca
Subject: FW: Agenda
Importance: High

Additional items for the meeting on Thurs with BGRS.

Eric Kahler
 Commander | capitaine de frégate
 Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
 CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
 Chief of Military Personnel | Chef du personnel militaire
 National Defence | Défense nationale
 Ottawa, Canada, K1A 0K2
 eric.kahler@forces.gc.ca
 Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877
 Government of Canada | Gouvernement du Canada

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 16:41 PM
To: Michel Bonin; Eliane Savard

Cc: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: FW: Agenda
Importance: High

some additional agenda items for the Thurs mtg. Do you need anything else from us at this stage?

Eric Kahler
 Commander | capitaine de frégate
 Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
 CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
 Chief of Military Personnel | Chef du personnel militaire
 National Defence | Défense nationale
 Ottawa, Canada, K1A 0K2
 eric.kahler@forces.gc.ca
 Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
 Teletypewriter (National Defence) | Télérimeur (Défense nationale) 1-800-467-9877
 Government of Canada | Gouvernement du Canada

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:37 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: RE: Agenda
Importance: High

Having winnowed the list of items raised, the only ones that I think should be sent to BGRS for inclusion on the 3 Sep 09 meeting (without prior discussion among Crown reps) are as follows. Will you be forwarding them or should I; if me, to whom:

- PWGSC
- BGRS
- Other committee members?

Potential Agenda Items for BGRS-Canada IRP Meeting for 3 Sep 09

Contributor	
Kahler	1. Does the Contractor want IRP organized around regions under the supervision of Regional Managers
Kahler	2. How are CF "walk-ins" to be handled
Lamb	3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable
Tupling	4. ASC office location

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services
Officer
Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)
<mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Monday, 31, August, 2009 11:10 AM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Agenda

Please remind our 11 people that we are looking for agenda items by COB today. To add to the AIL from my perspective is the fact that the q and a's form part of the SOR/RFP especially the part about regions, how to deal with walk-ins and role of CA TA and. PrA. Others will come to mind.

Sent from my wireless handheld device / Transmis de mon appareil portable

Singh, Ram

From: Singh, Ram
Sent: September 2, 2009 12:31 PM
To: 'Tamara Chamberlain'
Cc: Gagnon, Alain; Danagher, Dan; Zovatto, Claudia; Singh, Ram
Subject: RE: IRP contract with with BGRS

Importance: High
Sensitivity: Confidential

I am very concerned with this contract and who ever prepared what the GOC requires. I SPECIFICALLY IDENTIFIED Relocating PSS, IAs and ERs. This contract does not address the EMPLOYEE REQUESTED RELOCATIONS SO THAT MEANS departments will begin to PAY THE FULL FILE FEE INSTEAD OF THE REDUCED FEE AS IS CURRENTLY BEING CHARGED.

Again i9 reiterate my concern with CF having access to departmental expenses as stipulated in the contract. TBS is the only department who has access to departmental expenditures. Also I am concerned that Commander Kahler will now speak to the CA and the Supplier on behalf of GOC client departments and the RCMP on our requirements.

Just simply voicing my concerns folks - they are on paper!

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 2, 2009 9:44 AM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: RE: IRP Customer Meeting - without BGRS

Thanks for the heads up. Once you and Alain have a chance to discuss, let me know if you want to go over anything. We can go over things by phone, or even a little in advance of tomorrow's meeting.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, September 02, 2009 9:42 AM
To: Tamara Chamberlain
Cc: Alain.Gagnon@tbs-sct.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Importance: High

Sorry something has come up and Alain will represent me - he will brief me when he returns -

Thanks

R

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 1, 2009 12:41 PM
To: Stephane Chevrier; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca; Singh, Ram; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Alternatively, we could also try to go over some of these tomorrow, after we complete our discussion on the EI/ CPP Overpayments.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Stephane Chevrier
Sent: Tuesday, September 01, 2009 12:35 PM
To: 'DANIEL.TUPLING@forces.gc.ca'; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Hi Dan,

I agree with Tamara's suggestion of a conference call.

Stephane

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Tuesday, September 01, 2009 12:22 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca

Subject: FW: IRP Customer Meeting - without BGRS
Importance: High

See Voting Buttons above

Among the Agenda Items proposed for our Thurs Meeting with BGRS, are a number of items that as a minimum should be discussed by the Crown reps before involving the Contractor.

I have extracted these items and put them into the list below and I propose that as a minimum one rep from each of the stakeholders/orgs meet here (DGCB 4th Floor) tomorrow, Wed 2 Sep, from 1330 to 1500 to at least clarify what we want and identify to whom the question/task should be assigned.

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:28 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: IRP Customer Meeting - without BGRS
Importance: High

Hi sir,

In looking over the Agenda items provided I agree with Tamara's suggestion (in her email to Ram about some of his items), that the non BGRS reps should talk certain items over before meeting with the Contractor. The following are some things that could/should be on the agenda:

Agenda Items IRP DA/TA/PA/CA Meeting - Date TBD

Contributor

Kahler 1. the RFP Questions & Answers form part of the SOR/RFP

Kahler 2. Role of CA, TA and. PrA (& DAs?)

Lamb 3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable

Lamb 4. Admin Fee calculations - clarification of BOP & MOP

Tupling 5. 6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

Tupling 6. The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers;

Singh

7. the listing of GOC departments to be handled by BGRS,

Singh

8. Section/para 6.3 of the contract needs to be amended from "members" to M/Es

Singh

9. Concerned about section 6.4.2 (a) - advance of funds

Singh

10. Concerned about section 20 - departmental reports

Tamara suggested that this could be even done by teleconferencing. Should we explore this; maybe hold a pre-meeting Thursday morning?

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: September 2, 2009 1:39 PM
To: Singh, Ram
Subject: RE: IRP Customer Meeting - without BGRS

Issue resolved.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 2, September, 2009 09:59 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Campbell KD@ADM(Mat) DESP@Ottawa-Hull; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS
Importance: High

Senior Crown rep? TBS represents GOC entities.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: September 1, 2009 5:08 PM
To: DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Who is the recommended lucky candidate?

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du

Canada

>
>

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Sent: Tuesday, 1, September, 2009 14:32 PM
> To: Brisebois, Michel; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Cooper, Gary; Duguay, Ray
> - RCMP; Gagnon, Alain (TBS); Kahler Cdr EC; Singh, Ram; Stephane Chevrier;
> Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; Tupling Maj FRD@CMP
> DGCB@Ottawa-Hull (DANIEL.TUPLING@forces.gc.ca)
> Subject: FW: IRP Customer Meeting - without BGRS
>
> Another potential Agenda Item for tomorrow> ' > s meeting; the participation of a Senior
> Crown rep on the BGRS Oversight Committee. Please be prepared to identify nominees if you
> concur with proposal.
>
> Major F.R. Dan Tupling
> DRBM ASO
> Director Relocation Business Management - Advisory Services Officer
> Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)
> <mailto:DANIEL.TUPLING@forces.gc.ca>
>
>
>

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
> Sent: Tuesday, 1, September, 2009 12:50 PM
> To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Subject: Will attend: IRP Customer Meeting - without BGRS
>
> Hi Dan, if not too late, I would like to add an item, as you will remember from reading
> the BGRS proposal, they have established a senior management oversight committee
> dedicated to addressing IRP contract issues. In discussion with Madame Bédard, we find
> it quite appropriate that a Crown senior manager sit at the table for these meetings..
>
> Michel

Singh, Ram

From: DANIEL.TUPLING@forces.gc.ca
Sent: September 2, 2009 1:59 PM
To: Singh, Ram
Subject: RE: IRP Customer Meeting - without BGRS

Well most of the most senior Governmental reps (including you) already have enough on their plates so I was thinking it would be good for one of the DAs such as Todd, Alain or myself. Someone who sits in and is able to answer simple questions from BGRS or is able to take notes to forewarn Canada about potential plans/ideas.

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 2, September, 2009 10:19 AM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: RE: IRP Customer Meeting - without BGRS

Anyone in mind?

R

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: September 1, 2009 2:32 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Subject: FW: IRP Customer Meeting - without BGRS

Another potential Agenda Item for tomorrow's meeting; the participation of a Senior Crown rep on the BGRS Oversight Committee. Please be prepared to identify nominees if you concur with proposal.

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 12:50 PM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: Will attend: IRP Customer Meeting - without BGRS

Hi Dan, if not too late, I would like to add an item, as you will remember from reading the BGRS proposal, they have established a senior management oversight committee dedicated to addressing IRP contract issues. In discussion with Madame Bédard, we find it quite appropriate that a Crown senior manager sit at the table for these meetings..

Michel

Singh, Ram

From: DANIEL.TUPLING@forces.gc.ca
Sent: September 2, 2009 2:29 PM
To: Singh, Ram
Cc: todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Hi Ram,

I believe that the TA wanted to focus participation by Government reps at PRMs to the Core group and therefore comms related to the PRM was to go from the TA to the Core group (for internal distribution) which is why Cdr Kahler forwarded the Agenda for tomorrow's meeting rather than my doing it.

What I sent out below was not for the PRM but rather for a meeting of the key IRP government players, including Core Group members, to discuss our concerns (especially those things that may eventually be put on the PRM Agenda) outside of & preferably before the PRMs. This need to broaden involvement was reinforced because many of the participants (& not just the Core) were already scheduled to meet today to discuss EI/CPP Overpayments.

Major F.R. Dan Tupling
DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 2, September, 2009 09:39 AM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Cc: Ram.Singh@tbs-sct.gc.ca; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS
Importance: High

I was under the impression that all material will now go to the CORE team who will be tasked with internal circulation? Just wondering if there has been a change!!

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: September 1, 2009 12:22 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Subject: FW: IRP Customer Meeting - without BGRS
Importance: High

See Voting Buttons above

Among the Agenda Items proposed for our Thurs Meeting with BGRS, are a number of items that as a minimum should be discussed by the Crown reps before involving the Contractor.

I have extracted these items and put them into the list below and I propose that as a

minimum one rep from each of the stakeholders/orgs meet here (DGCB 4th Floor) tomorrow, Wed 2 Sep, from 1330 to 1500 to at least clarify what we want and identify to whom the question/task should be assigned.

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:28 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: IRP Customer Meeting - without BGRS
Importance: High

Hi sir,

In looking over the Agenda items provided I agree with Tamara's suggestion (in her email to Ram about some of his items), that the non BGRS reps should talk certain items over before meeting with the Contractor. The following are some things that could/should be on the agenda:

Agenda Items IRP DA/TA/PA/CA Meeting - Date TBD

Contributor

Kahler 1. the RFP Questions & Answers form part of the SOR/RFP

Kahler 2. Role of CA, TA and. PrA (& DAs?)

Lamb 3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable

Lamb 4. Admin Fee calculations - clarification of BOP & MOP

Tupling 5. 6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

Tupling 6. The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers;

Singh

7. the listing of GOC departments to be handled by BGRS,

Singh

8. Section/para 6.3 of the contract needs to be amended from "members" to M/Es

Singh

9. Concerned about section 6.4.2 (a) - advance of funds

Singh

10. Concerned about section 20 - departmental reports

Tamara suggested that this could be even done by teleconferencing. Should we explore this; maybe hold a pre-meeting Thursday morning?

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Singh, Ram

From: Singh, Ram
Sent: September 3, 2009 9:00 AM
To: Laurendeau, Hélène
Cc: Danagher, Dan; Zovatto, Claudia; Singh, Ram
Subject: FW: IRP Contract Transition Team

Importance: High

Bonjour!

Attached is a message from the Technical Authority which I want you to be aware of. BGRS (RLRS) provided their version of the Pre Implementation Plan indicating how things will unfold. Unfortunately the plan keeps referring to their bid document when we wanted them to describe exactly how they were going to deliver the contracted services so the team declined to accept the submission and has asked for a resubmission. Previously we had a SOW (Statement of Work) in which we directed what we wanted and how we wanted it done (frequency etc.,) however under this new contract a SOR (Statement of Requirement) has been provided and this requires them to tell us the how, when and where etc.

R

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: September 3, 2009 8:42 AM
To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; Singh, Ram; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca
Cc: DAVID.BELOVICH@forces.gc.ca; Danagher, Dan; Zovatto, Claudia; Scott.Leslie@tpsgc-pwgsc.gc.ca; Guylaine.Pare@rcmp-grc.gc.ca; MARIETTE.FYFE-FORTIN@forces.gc.ca; CELINE.BEDARD@forces.gc.ca
Subject: IRP Contract Transition Team
Importance: High

Subject: IRP Contract Transition Team

Following our mtg yesterday morning I contacted Michel Bonin, the Program Delivery Manager for Brookfield Global Relocation Services and advised him of Canada's decision to reject the first deliverables they provided us last Friday.

I explained that they did not meet our expectations for a variety of reasons. We were expecting a narrative of their implementation plans and not just a MS Project timeline with no explanation behind it. I referred him to the relevant sections of the RFP. He was of course quite surprised and disappointed as they had paid a project mgmnt team a large sum of money and felt they had "nailed it". Further he suggested their proposal is their plan, and since we accepted their proposal we must be happy with their plan.

As their plan was in fact evaluated by a different group of people and not the technical authorities, I explained that the proposal and the deliverables are separate, that a line has been drawn between the two.

You will recall that although there was mixed sentiment we wanted to avoid allegations of

conflict of interest, hence the TA's did not participate in the evaluation. I suggested to Michel that all deliverables must be provided in complete detail for TA evaluation and cannot simply say "see or refer to proposal". He suggested this is different from most contracts and will result in additional costs to them. I think we can sort this out fairly quickly but they may complain up our chain of command fairly quickly and we will certainly require a mtg with their senior mgrs and our CA/TA.

The difference between a SOW and SOR is now becoming clearer to them as well, and they are uncomfortable with it. They are so accustomed to us telling them what, why, when, and how to do something, that they are now concerned that we are no longer going to tell them how to achieve the performance outcome we desire. They now realize that they cannot fall back on the excuse that we "did not put it in the Contract". As I have said many times the PIP forms part of the Program Management Plan which is really the SOW or the how of what is to be done. Since they must now develop this themselves we need to be very vigilant to ensure it is complete because it is crucial to the service piece of the IRP.

Our management of this Contract represents a sea change and they will get used to it, but not without much discussion probably at the highest levels. We are not being unreasonable, just structured in our approach to this partnership, but I do think we will need to find ways to ease the tension that is beginning to develop. Would a social gathering be permissible?

Michel knows the amendments to the RFP form part of the requirement and that the Q&As during the proposal phase form part of it too. Thus their concerns around office space for 47 admin support people that they asked for in Halifax is a non-starter and he knows that the CF is not concerned about regional offices any longer.

The CA and DAs should discuss this e-mail with their seniors if possible before our 1330 mtg with BGRS today. I don't believe it necessary to invite any of them to the mtg but they should be aware of these developments as I am sure BGRS will raise the issues through their CEO to snr pers in TB or PWGSC. I have cc'd them for awareness.

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: September 3, 2009 10:51 AM
To: Singh, Ram
Cc: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca;
DANIEL.TUPLING@forces.gc.ca; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

No one else needs to participate at our mtgs with the Contractor, and BGRS will not permit Canada to have a rep at their internal oversight mtgs because doing so would require them to have two meetings - a public persona and a private persona.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Télécopieur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Thursday, 3, September, 2009 08:49 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: RE: IRP Customer Meeting - without BGRS

Would u like to share the resolution please ?

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: September 2, 2009 1:39 PM
To: Singh, Ram
Subject: RE: IRP Customer Meeting - without BGRS

Issue resolved.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Télécopieur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 2, September, 2009 09:59 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull;
Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca;
Gary.Cooper@tpsgc-pwgsc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Campbell KD@ADM(Mat)
DESP@Ottawa-Hull; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS
Importance: High

Senior Crown rep? TBS represents GOC entities.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: September 1, 2009 5:08 PM
To: DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary.Cooper@tpsgc-pwgsc.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Who is the recommended lucky candidate?

Eric Kahler

Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

>
> From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Sent: Tuesday, 1, September, 2009 14:32 PM
> To: Brisebois, Michel; Campbell KD@ADM(Mat) DCPS@Ottawa-Hull; Cooper, Gary; Duguay, Ray - RCMP; Gagnon, Alain (TBS); Kahler Cdr EC; Singh, Ram; Stephane Chevrier; Tamara.Chamberlain@pwgsc.gc.ca; todd.lamb@rcmp-grc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull (DANIEL.TUPLING@forces.gc.ca)
> Subject: FW: IRP Customer Meeting - without BGRS
>
> Another potential Agenda Item for tomorrow> ' > s meeting; the participation of a Senior Crown rep on the BGRS Oversight Committee. Please be prepared to identify nominees if you concur with proposal.
>
> Major F.R. Dan Tupling
> DRBM ASO
> Director Relocation Business Management - Advisory Services Officer
> Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)
> <mailto:DANIEL.TUPLING@forces.gc.ca>
>
>

>
> From: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
> Sent: Tuesday, 1, September, 2009 12:50 PM
> To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
> Subject: Will attend: IRP Customer Meeting - without BGRS

>
> Hi Dan, if not too late, I would like to add an item, as you will remember from reading the BGRS proposal, they have established a senior management oversight committee dedicated to addressing IRP contract issues. In discussion with Madame Bédard, we find it quite appropriate that a Crown senior manager sit at the table for these meetings..

>
> Michel

Singh, Ram

From: ERIC.KAHLER@forces.gc.ca
Sent: September 3, 2009 11:33 AM
To: DANIEL.TUPLING@forces.gc.ca; Singh, Ram
Subject: RE: What happened at yesterday's meetings

The last pt I discussed with Michel yesterday -> no thanks was the response.

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Thursday, 3, September, 2009 10:45 AM
To: 'Ram.Singh@tbs-sct.gc.ca'
Subject: What happened at yesterday's meetings

1. We spent about 40 minutes discussing EI/CPP and agreed that we will need follow-on meetings. There were a number of issues including:
 - since it's a current contract issue, PrA (you) will have leading role -Key Entity reps are to go upline to explain issue to "Seniors"
 - PWGSC (Tamara) is going to bring this up in the next current contract Quarterly meeting which should be within a month -nevertheless, this is largely a non-issue for BGRS who is not going to be willing to take risks on Taxation issues that endanger the company and its officers just to avoid Crown waste -recovery of past overpayments - management issues - cheques (IS) to go from Receiver General on behalf of CRA to whom/where? (although eventually they will end up back at the Receiver General - i.e. of no benefit to us)
2. We then had a second meeting where we went through the list of agenda items that I sent you (we weren't exactly sure what you wanted from the items you raised so we largely tabled them for later discussion):

a/ the RFP Questions & Answers form part of the SOR/RFP
-Yes they do and this has been communicated to BGRS who seems to have missed that (i.e. they brought up points/proposals which had already been declined by RFP Answer)

b/ Role of CA, TA and. PrA (& DAs?) - Tabled for later discussion

Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable -All agreed that first deliverables were not acceptable; GANTT chart in MS Project is not a plan. BGRS has not grasped difference between SOR & SOW; also Deliverables cannot say or imply "see bid submission". TA & group decided to restart process for these Deliverables (restart clock) rather than go into normal Deliverable amdt process

Admin Fee calculations - clarification of BOP & MOP -PWGSC to consult with their legal section; Entity reps are prepared to pay 100% of old/current Adm Fee for any file opened before 1 Dec 09 but not prepared to pay more than 100% of fee for any files. PWGSC asked for more time in order to investigate further. BTW, how much is paid for files opened pre 1 Dec 09 should be a current contract issue, not a new contract issue. As a side issue, PWGSC pointed out that while CF has enough \$ in current contract to last to 30 Nov 09, GOC & RCMP don't. BTW, if all files opened before 1 Dec 09 are handled under current contract, Crown will need to set up a kind of PAYE with more \$; we should be able to calculate how many files have been opened and how much we have paid to date in Adm Fees

and then subtract from they total we will have to pay for these files.

6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

-Tabled for later discussion - PWGSC is to see if this is a problem

The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers; -This should be an easy fix by BGRS

the listing of GOC departments to be handled by BGRS - Tabled for later discussion

para 6.3 of the contract needs to be amended from "members" to M/Es -Concur and will be included in next Omnibus Contract Amdt (no further action needed)

Concerned about section 6.4.2 (a) - advance of funds - Tabled for later discussion

Concerned about section 20 - departmental reports - Tabled for later discussion

The participation of a Senior Crown rep on the BGRS Oversight Committee. Please be prepared to identify nominees if you concur with proposal - To be discussed with BGRS to see if this is worthwhile and if so, who should attend

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Thursday, 3, September, 2009 09:32 AM

To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull

Subject: FW: Not in today

My friend can u give me a quick update on yesterday please. As u can c Alain is not well.

I know u r busy as hell but if u can help I would appreciate it.

Thanks

R

D. Ram Singh

Program Authority Integrated Relocation Programs|Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Gagnon, Alain

Sent: September 3, 2009 9:22 AM

To: Singh, Ram; Zovatto, Claudia

Subject: Not in today

Ram,

I'm not coming in today my allergies are so bad I can't hardly open on eye its so puffy. So Im off to pharmacy for some medicine.

A. Gagnon. (Sent from Blackberry)

Singh, Ram

From: Todd Lamb [Todd.Lamb@rcmp-grc.gc.ca]
Sent: September 10, 2009 8:57 AM
To: Singh, Ram
Cc: DANIEL.TUPLING@forces.gc.ca; Gagnon, Alain
Subject: RE: data required from Brookfield

Good morning.

The spreadsheet that I provided Dan was the top two rows of what Brookfield supplied to each Department during the procurement process.

This data was supplied for Fiscal Years 2003, 2004, 2005, 2006, 2007 and 2008.

Regards,
Todd

>>> <Ram.Singh@tbs-sct.gc.ca> September 10, 2009 8:19 am >>>
Have a look at your spread sheet : I suggest u correct somethings such as

- be clear about first and last - r they names?
- Move type - an example?
- Rank/classification
- Spouse - what? Name or yes/no?
- requires broker's name

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur
613-952-3002

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]

Sent: September 8, 2009 4:08 PM

To: Singh, Ram
Cc: todd.lamb@rcmp-grc.gc.ca; Gagnon, Alain
Subject: FW: data required from Brookfield

Ram,

Would you please look at the data elements list and (my email to CF/DNC staff below) to determine if you want something additional &/or different on behalf of GOC/NJC.

I note that in one of your emails to Cdr Kahler, you had requested more specific info about home sales but I am not sure how much is already in the attached lists (there is really only one list although it has been reproduced in 3 formats.)

Note, that Todd would like this info fairly soon so we are aiming to go to BGRS this week with the combined response.

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 8, September, 2009 16:03 PM
To: Whitehead AE@CMP DGCB DCBA@Ottawa-Hull; Gagnon Sgt JJL@CMP DGCB@Ottawa-Hull; Aylward KE@CMP DCBA@Ottawa-Hull
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: FW: data required from Brookfield

We are about to go back to BGRS and ask them for RCMP info in the following format:

- * For the list of 101 data elements (see attachments), BGRS is to provide totals from the start of the FY to the end of the latest month (i.e. 1 Apr-31 Aug 09);
- * BGRS will then be asked to provide the same info at the end of each month (i.e. 1 Apr-30 Sep 09, 1 Apr-31 Oct 09, 1 Apr-30 Nov 09; etc.);
- * By doing the CY to date, this will allow any corrections changes made in previous months' transactions to be reflected in the current total.

Action addressees are requested to review the list of 101 data elements asap and determine if the CF wants the same reports &/or if we need variations (different time periods &/or different data) and get back to me so I can give the collated info to Cdr Kahler and can relay this request to PWGSC/BGRS this week on behalf of all three entities (RCMP, CF & GOC/NJC).

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer

Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)

<mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]

Sent: Tuesday, 8, September, 2009 15:41 PM

To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Kahler Cdr EC@CMP DGCB@Ottawa-Hull;
Ram.Singh@tbs-sct.gc.ca

Cc: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca

Subject: RE: data required from Brookfield

Just an FYI to everyone.

These are the same data elements that RLRS supplied before. At that time, Tamara had made the official request to RLRS. I believe that she spoke with Eliane.

Todd

>>> <ERIC.KAHLER@forces.gc.ca> September 8, 2009 3:38 pm >>>

Ram and Dan, please confirm concurrence, and I will send to RLRS.

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des
activités de réinstallation

CF Integrated Relocation Program | Programme de réinstallation intégrée
des FC

Chief of Military Personnel | Chef du personnel militaire

National Defence | Défense nationale

Ottawa, Canada, K1A 0K2

eric.kahler@forces.gc.ca

Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur

613-992-3220

Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale)

1-800-467-9877

Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]

Sent: Tuesday, 8, September, 2009 14:56 PM

To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Kahler Cdr EC@CMP

DGCB@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca

Cc: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca

Subject: RE: data required from Brookfield

Good afternoon.

Attached is the spreadsheet of data that we would like from Brookfield.

This is the same data elements that we received from RLRS during the procurement process.

Please note that we require the data for the Fiscal Year to each month end beginning April 1/09 to August 31/09.

Regards,

Todd

>>> <ERIC.KAHLER@forces.gc.ca> September 8, 2009 10:15 am >>>

Put something together which indicates what we want and we will go and get it. A simple template is all that is required.

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des
activités de réinstallation CF Integrated Relocation Program | Programme
de réinstallation intégrée des FC Chief of Military Personnel | Chef du
personnel militaire National Defence | Défense nationale Ottawa, Canada,
K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 /
Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence)
|
Téléimprimeur (Défense nationale)
1-800-467-9877
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]
Sent: Tuesday, 8, September, 2009 09:52 AM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull; Kahler Cdr EC@CMP
DGCB@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca
Cc: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca
Subject: RE: data required from Brookfield

This is the data for both the current and new contract.

The request I sent to Eric is:

The RCMP would like to receive the same RCMP Business Volume data that
RLRS supplied during the procurement process on a regular basis. We
require the data for April 1, 2009 to August 31, 2009.

For each month thereafter, we require the data for April 1, 2009 to:

September 30, 2009
October 31, 2009
November 30, 2009
December 31, 2009
January 31, 2010

February 28, 2010

March 31, 2010

I don't anticipate a change in the data elements beginning Dec 1/09.

Todd

>>> <Ram.Singh@tbs-sct.gc.ca> September 8, 2009 9:48 am >>>

Is this for the new contract? Doesn't the TA take over in the new contract?

We need to have a report that indicates file volumes (as is being provided currently) but the report could be expanded to show the number of homes being sold (regionally) and by which broker (Reimax, Pru, RLRS, etc).

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des
Programme de réinstallation intégrée et Senior Policy and Program
Analyst | Conseiller Principal en politiques et programmes Excluded
Groups and Administrative Policies | Groupes exclus et politiques
administratives Labour Relations & Compensation Operations | Relations
de travail et opérations de rémunération Treasury

Board of Canada

Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada

K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur

613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]

Sent: September 8, 2009 9:42 AM

To: Todd.Lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca; Singh, Ram

Subject: FW: data required from Brookfield

Can you guys work something up for me to pass along.

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des
activités de réinstallation

CF Integrated Relocation Program | Programme de réinstallation
intégrée

des FC

Chief of Military Personnel | Chef du personnel militaire

National Defence | Défense nationale

Ottawa, Canada, K1A 0K2

eric.kahler@forces.gc.ca

Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur

613-992-3220

Teletypewriter (National Defence) | Téléimprimeur (Défense nationale)

1-800-467-9877

Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Michel Bonin [mailto:mbonin@rlrs.com]

Sent: Tuesday, 8, September, 2009 09:41 AM

To: Kahler Cdr EC@CMP DGCB@Ott

awa-Hull

Subject: RE: data required from Brookfield

Good morning Commander:

I will certainly try to accommodate your request. Can I ask for a template of the type of data you require. Just a quick mock-up in an Excel spreadsheet would be helpful. Another element to define is if you want data for authorized, open, reconciled and/or closed files.

Many thanks,

Michel

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]

Sent: September 8, 2009 9:36 AM

To: Michel Bonin

Subject: FW: data required from Brookfield

Hi Michel:

Is it possible to receive the data you have been providing us regarding volumes and house sales etc on an ongoing basis or at least until we are able to extract it ourselves?

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des activités de réinstallation

CF Integrated Relocation Program | Programme de réinstallation intégrée

des FC

Chief of Military Personnel | Chef du personnel militaire

National Defence | Défense nationale

Ottawa, Canada, K1A 0K2

eric.kahler@forces.gc.ca

Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur

613-992-3220

Teletypewriter (National Defence) | Téléimprimeur (Défense nationale)

1-800-467-9877

Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Kahler Cdr EC@CMP D

GCB@Ottawa-Hull

Sent: Tuesday, 8, September, 2009 09:35 AM

To: 'Todd Lamb'

Subject: RE: data required from Brookfield

We probably all want similar data. I will ask for it from Michel.

Eric Kahler

Commander | capitaine de frégate

Director Relocation Business Management | Directeur - Gestion des

activités de réinstallation CF Integrated Relocation Program |

Programme

de réinstallation intégrée des FC Chief of Military Personnel | Chef

du

personnel militaire National Defence | Défense nationale Ottawa,

Canada,

K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 /

Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence)

|

|
Gouvernement du Canada

-----Original Message-----

From: Todd Lamb [mailto:Todd.Lamb@rcmp-grc.gc.ca]

Sent: Tuesday, 8, September, 2009 09:09 AM

To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

Subject: data required from Brookfield

Good morning Eric.

I'm not sure if this is something we should be going through the TA
for
or going direct to Brookfield.

The RCMP would like to receive the same RCMP Business Volume data that
RLRS supplied during the procurement process on a regular basis. We
require the data for April 1, 2009 to August 31, 2009.

For each month thereafter, we require the data for April 1, 2009 to:

Sept
ember 30, 2009
October 31, 2009
November 30, 2009
December 31, 2009
January 31, 2010
February 28, 2010
March 31, 2010

Regards,
Todd

Graham, Don

From: Singh, Ram
Sent: September 10, 2009 9:27 AM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: IRP contract with with BGRS
Sensitivity: ~~Confidential~~ **Déclassifié par le bureau de l'AIPRP**

Claudia I am tired trying to explain to her.
Everyone is just about ready to scream! The contract
is a mess - RCMP currently do not pay for certain relocations - the admin tees - but will
have to do so in the new contract. We will have to pay full fee for ERs?

I am sorry but this is very frustrating.

R

-----Original Message-----
From: Zovatto, Claudia
Sent: September 10, 2009 9:25 AM
To: Singh, Ram
Subject: Re: IRP contract with with BGRS
Sensitivity: ~~Confidential~~ **Déclassifié par le bureau de l'AIPRP**

Ram,
This email was inappropriate - you could have delivered your point in a far more
effective manner.

Sent from my BlackBerry Wireless Handheld (www.BlackBerry.net)

----- Original Message -----
From: Singh, Ram
To: 'Tamara Chamberlain' <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
Cc: Gagnon, Alain; Danagher, Dan; Zovatto, Claudia; Singh, Ram
Sent: Thu Sep 10 08:33:17 2009
Subject: RE: IRP contract with with BGRS

Thank you Tamara. I will not bother you anymore. A well prepared contract indeed.

Regarding reports, I could care less who handles them. I was making a point that normally
the Secretariat is the only Agency that has access to all financial reports. I do not see
why CF will be given access to every government department's expenditures. Furthermore
this flies in the face of the OAG and SCOPA requirements.

Enough said, I will not bother you anymore.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de
réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en
politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et
politiques administratives Labour Relations & Compensation Operations | Relations de
travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 9, 2009 9:35 AM
To: Singh, Ram
Cc: Gagnon, Alain; Danagher, Dan; Zovatto, Claudia
Subject: RE: IRP contract with with BGRS
Sensitivity: Confidential

Déclassifié par le bureau de l'AIPRP

Ram

Per my voicemail and having considered the feedback you provided below, I offer the following to provide some clarification:

1. Regarding the IA relocations:

It is my understanding that the current and new contracts reflect the current GC requirements (Relocations (excluding Initial Appointees) and Initial Appointee Relocations). The IA differentiation was incorporated under the new contract as a result of DG Management Board deliberations and direction. Initial Appointees are certainly included in the current contract (there was an amendment to differentiate IAs from regular relocations) and they also form part of the new contract, through their inclusion in the NJC Relocation Directive as well as a different rate in the Basis of Payment. I have noted however, that the Method of Payment component related to IAs (i.e. accountable advance amount) has been inadvertently omitted. This can be remedied by incorporating appropriate text by means of a contract amendment.

2. With respect to ER relocations:

I have been unable to identify any specific text that relates to ERs in the current contract (this includes a specific fee reduction). Perhaps I have overlooked something specific within the Contract? I am unsure how this is being managed at a different rate, as are the IA relocations.

As such, ER relocations have not been identified as a separate requirement under the new contract. In looking at the ER relocations under the NJC Directive, they do appear to be quite similar to the provisions for the IAs, with the exception that an ER relocation permits the use of CRS for the movement of HG&E (an IA is not). Both differ from a regular relocation in the amount of funding provided (\$5K personalized only) and the exclusion of house purchase/sale benefits. However, after a fair amount of discussion, a decision was made by the DG Management Board at the time of RFP release to include only IAs as a separate category.

3. Additional Work Requirements

As was noted last week, additional relocation categories/differentiators can be incorporated through a formal contract amendment, in accordance with Section 7. Additional Work Requirements of the SOR. The process to determine if/how Additional Work Requirements are to be included under the new contract remains, I believe, somewhat undefined at this time. I am unsure if such changes will require approval by the DG Management Board or if these decisions are to remain with the IRP Contract Management Committee. This, I believe, is something that will be established under the IRP Governance Framework.

4. While traditionally all reports have gone to the Program Authority (who has in large part been the primary TA historically), the new contract has altered this structure somewhat. That said, the financial information you require for reporting purposes remains available, either via the TA, through the individual departments, or an alternative arrangement made between yourself and Cdr. Kahler.

I remain available to discuss further if/as required.

Merci / Regards,

Tamara Chamberlain

Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, September 02, 2009 12:31 PM
To: Tamara Chamberlain
Cc: Alain.Gagnon@tbs-sct.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-
sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: RE: IRP contract with with BGRS
Importance: High
Sensitivity: Confidential **Déclassifié par le bureau de l'AIPRP**

I am very concerned with this contract and who ever prepared what the GOC requires. I SPECIFICALLY IDENTIFIED Relocating PSS, IAs and ERs. This contract does not address the EMPLOYEE REQUESTED RELOCATIONS SO THAT MEANS departments will begin to PAY THE FULL FILE FEE INSTEAD OF THE REDUCED FEE AS IS CURRENTLY BEING CHARGED.

Again i9 reiterate my concern with CF having access to departmental expenses as stipulated in the contract. TBS is the only department who has access to departmental expenditures. Also I am concerned that Commander Kahler will now speak to the CA and the Supplier on behalf of GOC client departments and the RCMP on our requirements.

Just simply voicing my concerns folks - they are on paper!

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 2, 2009 9:44 AM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: RE: IRP Customer Meeting - without BGRS

Thanks for the heads up. Once you and Alain have a chance to discuss, let me know if you want to go over anything. We can go over things by phone, or even a little in advance of tomorrow's meeting.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Wednesday, September 02, 2009 9:42 AM
 To: Tamara Chamberlain
 Cc: Alain.Gagnon@tbs-sct.gc.ca
 Subject: RE: IRP Customer Meeting - without BGRS
 Importance: High

Sorry something has come up and Alain will represent me - he will brief me when he returns -

Thanks

R

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
 Sent: September 1, 2009 12:41 PM
 To: Stephane Chevrier; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain; ERIC.KAHLER@forces.gc.ca; Singh, Ram; todd.lamb@rcmp-grc.gc.ca
 Subject: RE: IRP Customer Meeting - without BGRS

Alternatively, we could also try to go over some of these tomorrow, after we complete our discussion on the EI/PPP Overpayments.

Merci / Regards,

Tamara Chamberlain
 Gestionnaire par intérim / A/Manager
 DISA, DGA, TPSGC | SPID, AB, PWGSC
 11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
 Téléphone | Telephone 819-956-5898
 Télécopieur | Facsimile 819-956-9235
 Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Stephane Chevrier
 Sent: Tuesday, September 01, 2009 12:35 PM
 To: 'DANIEL.TUPLING@forces.gc.ca'; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca
 Subject: RE: IRP Customer Meeting - without BGRS

Hi Dan,

I agree with Tamara's suggestion of a conference call.

Stephane

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
 Sent: Tuesday, September 01, 2009 12:22 PM

To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper;
ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca;
Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca;
DANIEL.TUPLING@forces.gc.ca
Subject: FW: IRP Customer Meeting - without BGRS
Importance: High

See Voting Buttons above

Among the Agenda Items proposed for our Thurs Meeting with BGRS, are a number of items that as a minimum should be discussed by the Crown reps before involving the Contractor.

I have extracted these items and put them into the list below and I propose that as a minimum one rep from each of the stakeholders/orgs meet here (DGCB 4th Floor) tomorrow, Wed 2 Sep, from 1330 to 1500 to at least clarify what we want and identify to whom the question/task should be assigned.

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:28 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: IRP Customer Meeting - without BGRS
Importance: High

Hi sir,

In looking over the Agenda items provided I agree with Tamara's suggestion (in her email to Ram about some of his items), that the non BGRS reps should talk certain items over before meeting with the Contractor. The following are some things that could/should be on the agenda:

Agenda Items IRP DA/TA/PA/CA Meeting - Date TBD

Contributor

Kahler 1. the RFP Questions & Answers form part of the SOR/RFP

Kahler 2. Role of CA, TA and. PrA (& DAs?)

Lamb 3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable

Lamb 4. Admin Fee calculations - clarification of BOP & MOP

Tupling 5. 6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

Tupling 6. The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers;

Singh

7. the listing of GOC departments to be handled by BGRS,

Singh

8. Section/para 6.3 of the contract needs to be amended from "members" to M/Es

Singh

9. Concerned about section 6.4.2 (a) - advance of funds

Singh

10. Concerned about section 20 - departmental reports

Tamara suggested that this could be even done by teleconferencing. Should we explore this; maybe hold a pre-meeting Thursday morning?

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :

Singh, Ram

From: Singh, Ram
Sent: September 10, 2009 1:17 PM
To: 'Tamara Chamberlain'
Cc: Gagnon, Alain; Danagher, Dan; Zovatto, Claudia; Singh, Ram
Subject: RE: IRP contract with with BGRS

Importance: High
Sensitivity: Confidential
Déclassifié par le bureau de l'AIPRP

Hi Tamara as mentioned to you a few minutes ago I do regret snapping at you in my email on this subject but it gets frustrating at times, as you are finding out of course!!!

Can we please work together and fix these few oversights - I do not want to pay BGRS so much for these small files where we are spending only \$5K. maybe Scott and his team can bring these items forward in a quick meeting if not the regular meeting.

Heads-up, maybe we should also look at the contract and see what RLRS has been doing at N/C for the RCMP that may end up costing us under the new contract!!!

Again my sincerest apology and coffee/beverage on me next time we meet.

Regards always

R

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 9, 2009 9:35 AM
To: Singh, Ram
Cc: Gagnon, Alain; Danagher, Dan; Zovatto, Claudia
Subject: RE: IRP contract with with BGRS
Sensitivity: Confidential
Déclassifié par le bureau de l'AIPRP

Ram

Per my voicemail and having considered the feedback you provided below, I offer the following to provide some clarification:

1. Regarding the IA relocations:

It is my understanding that the current and new contracts reflect the current GC requirements (Relocations (excluding Initial Appointees) and Initial Appointee Relocations). The IA differentiation was incorporated under the new contract as a result of DG Management Board deliberations and direction. Initial Appointees are certainly included in the current contract (there was an amendment to differentiate IAs from regular relocations) and they also form part of the new contract, through their inclusion in the NJC Relocation Directive as well as a different rate in the Basis of Payment. I have noted however, that the Method of Payment component related to IAs (i.e. accountable advance amount) has been inadvertently omitted. This can be remedied by incorporating appropriate text by means of a contract amendment.

2. With respect to ER relocations:

I have been unable to identify any specific text that relates to ERs in the current contract (this includes a specific fee reduction). Perhaps I have overlooked something specific within the Contract? I am unsure how this is being managed at a different rate, as are the IA relocations.

As such, ER relocations have not been identified as a separate requirement under the new contract. In looking at the ER relocations under the NJC Directive, they do appear to be quite similar to the provisions for the IAs, with the exception that an ER relocation permits the use of CRS for the movement of HG&E (an IA is not). Both differ from a regular relocation in the amount of funding provided (\$5K personalized only) and the exclusion of house purchase/sale benefits. However, after a fair amount of discussion, a decision was made by the DG Management Board at the time of RFP release to include only IAs as a separate category.

3. Additional Work Requirements

As was noted last week, additional relocation categories/differentiators can be incorporated through a formal contract amendment, in accordance with Section 7. Additional Work Requirements of the SOR. The process to determine if/how Additional Work Requirements are to be included under the new contract remains, I believe, somewhat undefined at this time. I am unsure if such changes will require approval by the DG Management Board or if these decisions are to remain with the IRP Contract Management Committee. This, I believe, is something that will be established under the IRP Governance Framework.

4. While traditionally all reports have gone to the Program Authority (who has in large part been the primary TA historically), the new contract has altered this structure somewhat. That said, the financial information you require for reporting purposes remains available, either via the TA, through the individual departments, or an alternative arrangement made between yourself and Cdr. Kahler.

I remain available to discuss further if/as required.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, September 02, 2009 12:31 PM
To: Tamara Chamberlain
Cc: Alain.Gagnon@tbs-sct.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Ram.Singh@tbs-sct.gc.ca
Subject: RE: IRP contract with with BGRS
Importance: High
Sensitivity: Confidential

Déclassifié par le bureau de l'AIPRP

I am very concerned with this contract and who ever prepared what the GOC requires. I SPECIFICALLY IDENTIFIED Relocating PSs, IAs and ERs. This contract does not address the EMPLOYEE REQUESTED RELOCATIONS SO THAT MEANS departments will begin to PAY THE FULL FILE FEE INSTEAD OF THE REDUCED FEE AS IS CURRENTLY BEING CHARGED.

Again i9 reiterate my concern with CF having access to departmental expenses as stipulated in the contract. TBS is the only department who has access to departmental expenditures. Also I am concerned that Commander Kahler will now speak to the CA and the Supplier on behalf of GOC client departments and the RCMP on our requirements.

Just simply voicing my concerns folks - they are on paper!

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: September 2, 2009 9:44 AM
To: Singh, Ram
Cc: Gagnon, Alain
Subject: RE: IRP Customer Meeting - without BGRS

Thanks for the heads up. Once you and Alain have a chance to discuss, let me know if you want to go over anything. We can go over things by phone, or even a little in advance of tomorrow's meeting.

Merci / Regards,

Tamara Chamberlain

Gestionnaire par intérim / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,

10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-9235

Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, September 02, 2009 9:42 AM
To: Tamara Chamberlain
Cc: Alain.Gagnon@tbs-sct.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS
Importance: High

Sorry something has come up and Alain will represent me - he will brief me when he returns -

Thanks

R

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]

Sent: September 1, 2009 12:41 PM
To: Stephane Chevrier; DANIEL.TUPLING@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca;
KENNETH.CAMPBELL3@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Gagnon, Alain;
ERIC.KAHLER@forces.gc.ca; Singh, Ram; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Alternatively, we could also try to go over some of these tomorrow, after we complete our discussion on the EI/PPP Overpayments.

Merci / Regards,

Tamara Chamberlain
Gestionnaire par intérim / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 10C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
10C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-9235
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Stephane Chevrier
Sent: Tuesday, September 01, 2009 12:35 PM
To: 'DANIEL.TUPLING@forces.gc.ca'; MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca
Subject: RE: IRP Customer Meeting - without BGRS

Hi Dan,

I agree with Tamara's suggestion of a conference call.

Stephane

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Tuesday, September 01, 2009 12:22 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; KENNETH.CAMPBELL3@forces.gc.ca; Gary Cooper; ray.duguay@rcmp-grc.gc.ca; Alain.Gagnon@tbs-sct.gc.ca; ERIC.KAHLER@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier; Tamara Chamberlain; todd.lamb@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Subject: FW: IRP Customer Meeting - without BGRS
Importance: High

See Voting Buttons above

Among the Agenda Items proposed for our Thurs Meeting with BGRS, are a number of items that as a minimum should be discussed by the Crown reps before involving the Contractor.

I have extracted these items and put them into the list below and I propose that as a minimum one rep from each of the stakeholders/orgs meet here (DGCB 4th Floor) tomorrow, Wed 2 Sep, from 1330 to 1500 to at least clarify what we want and identify to whom the question/task should be assigned.

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 1, September, 2009 10:28 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: IRP Customer Meeting - without BGRS
Importance: High

Hi sir,

In looking over the Agenda items provided I agree with Tamara's suggestion (in her email to Ram about some of his items), that the non BGRS reps should talk certain items over before meeting with the Contractor. The following are some things that could/should

be on the agenda:

Agenda Items IRP DA/TA/PA/CA Meeting - Date TBD

Contributor

Kahler 1. the RFP Questions & Answers form part of the SOR/RFP

Kahler 2. Role of CA, TA and. PrA (& DAs?)

Lamb 3. Expectations of what is to be in the BGRS Deliverables/plans. Deliverables need to be more than MS Project printouts covered by a couple of pages of boilerplate rhetoric. The PIP needs some real human narrative to make it viable

Lamb 4. Admin Fee calculations - clarification of BOP & MOP

Tupling 5. 6.4.2 (b) - How will advanced funds be reimbursed in 2014 when contract expires before 31 Dec deadline; is this covered sufficiently in OGTP?

Tupling 6. The deliverables format - should be in Adobe 8 if possible since that is the standard on DWAN computers;

Singh

7. the listing of GOC departments to be handled by BGRS,

Singh

8. Section/para 6.3 of the contract needs to be amended from "members" to M/Es

Singh

9. Concerned about section 6.4.2 (a) - advance of funds

Singh

10. Concerned about section 20 - departmental reports

Tamara suggested that this could be even done by teleconferencing. Should we explore this; maybe hold a pre-meeting Thursday morning?

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Pages 698 to / à 699

are duplicates

sont des duplicatas

Singh, Ram

From: Singh, Ram
Sent: September 16, 2009 9:01 AM
To: 'DANIEL.TUPLING@forces.gc.ca'
Cc: Singh, Ram
Subject: RE: IRP Recontracting Document Review Team Schedule for 16 Sep - 2 Oct

Importance: High

Hi Dan! Alain will be sitting
 in. I looked at the Pip and it seems ok to me based on the contract document and the SOR. Sorry but Alain is supposed
 I will not be able to join u to be with u all - he was so advised yesterday.

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de
 réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en
 politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et
 politiques administratives Labour Relations & Compensation Operations | Relations de
 travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat
 du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: September 15, 2009 4:53 PM
To: todd.lamb@rcmp-grc.gc.ca; Singh, Ram; MICHEL.BRISEBOIS@forces.gc.ca
Cc: Tamara.Chamberlain@pwgsc.gc.ca; Gagnon, Alain; dantupling@rogers.com;
 ERIC.KAHLER@forces.gc.ca; BRENT.JEFFERY@forces.gc.ca
Subject: RE: IRP Recontracting Document Review Team Schedule for 16 Sep - 2 Oct
Importance: High

As indicated previously, we will be meeting in the same conference room (DGCB-4TH Floor Constitution Bldg) as today for the remainder of the week with start time of 0900. I will request that Brent Jeffery escorts you past the commissionaires to the DGCB conference room for 0900 tomorrow, Wed 16 Sep. Brent's office telephone # is 613-995-1983

I will have my BB so if there are problems, please keep me informed by email.

According to Cdr Kahler's instructions I see our priorities as follows:

1st Priority then should be the 3 deliverables from 28 Aug, i.e. PIP, PISR & PIRA. I hope that we could finish them tomorrow so would ask that all addressees bring their copies of the docs & be prepared to capture comments & complaints ASAP after we have sorted out our plans. I'm not sure whether the Chair should also be the secretary but we can consider options during start up adm.

2nd priority are the 14 Sep deliverables, PMP, RMP, DRP, BCP & IMETS test plan (in the emails I received, I got all except BCP & DRP). We are going to need a Security &/or IT SME for BCP, DRP & IMETS test plan, as a minimum.

Major F.R. Dan Tupling
 DRBM ASO
 Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
 (613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 15, September, 2009 16:05 PM

To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Cc: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; 'Singh, Ram'; 'Lamb, Todd - RCMP'; 'Gagnon, Alain (TBS)'; 'Dan Tupling (home)'; 'Tamara.Chamberlain@pwgsc.gc.ca'
Subject: RE: IRP Recontracting Document Review Team Schedule for 16 Sep - 2 Oct

If there are no objections, I will have Dan chair these meetings. We should look at the deliverables in the order in which they were received, and satisfy ourselves that they meet the requirements. Where they do not, I should be so advised asap. Remember we only have 20 business days to review, also where you deem it necessary to bring in a SME, this should be identified soonest. I will try to attend as many of the meetings as possible, but not likely for the whole time.

Thanks, Eric

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Tuesday, 15, September, 2009 14:13 PM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Cc: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Singh, Ram; Lamb, Todd - RCMP; Gagnon, Alain (TBS); Dan Tupling (home); Tamara.Chamberlain@pwgsc.gc.ca
Subject: IRP Recontracting Document Review Team Schedule for 16 Sep - 2 Oct

Hi sir,
As you have indicated that you don't expect to participate at many of these meetings and having missed much of the discussion at today's meeting, I would like to advise me who you have designated as Chair and as secretary for these meetings.
Do you want any of the documents to be distributed electronically (by email)?

The following are the locations where I have reserved us space:

- * 16-18 Sep 09 - Constitution Building, DGCB Conference Room 4th Fl
- * 21-25 Sep 09 - Constitution Building, other locations (usually other 4th Fl Conference Room) - exact locations below (if preferable, we could try to have Todd arrange to get us space at the RCMP Offices in Place d'Orleans for this week (free parking and better access for some of us)
- * 28 Sep - 2 Oct 09 - Constitution Building, DGCB Conference Room 4th Fl (Tues start time 1030)
- * 5 - 30 Oct 09 - 3rd Floor Army Officer Mess, 149 Somerset St W (no meeting on Thanksgiving)
- * 2 Nov - 18 Dec 09 - Constitution Building, DGCB Conference Room 4th Fl (Tues start time 1030) (no meeting on Remembrance Day)

Notes:

1. Because it is much easier on short notice to cancel reservations rather than to find new ones, I have erred on the side of excessive needs (i.e. I booked space from now until Christmas inclusive).
2. One of the first issues the Chair/committee will have to do each week is confirm timings/dates for the current & next week (so unneeded space can be cancelled/released).
3. Unless otherwise specified we will only be working weekdays (M-F) and not working Stat Holidays.
4. all start times will be 0900
5. Daily termination-end times are TBD - to be confirmed at start of each day (e.g. I have Physio appts at the end of the work day a couple of times a week, I may have to leave meeting around 1530)
6. I have asked for rooms with infocus/PPT projector capability although I am not sure

if we need it

Mon 21 Sep, Constitution Building, Other 4th Fl Conference Room
Tues 22 Sep, Constitution Building, Other 4th Fl Conference Room
Wed 23 Sep, Constitution Building, 2nd Fl Conference Room 2A (from 1100-1700) - Late
Start
Thurs 24 Sep, Constitution Building, 2nd Fl Conference Room 2B (from 0900-1300)
Constitution Building, 9th Fl Conference Room 2B (from 1400-1700)
Fri 25 Sep, Constitution Building, Other 4th Fl Conference Room

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer

Fax/Télécopieur : (613) 992-3220 | * (613) (996-0116)

<mailto:DANIEL.TUPLING@forces.gc.ca>

Pages 702 to / à 703

are duplicates

sont des duplicatas

Pages 703 to / à 704

are duplicates

sont des duplicatas

Singh, Ram

From: Singh, Ram
Sent: September 17, 2009 12:56 PM
To: 'DANIEL.TUPLING@forces.gc.ca'; Todd.Lamb@rcmp-grc.gc.ca; ray.duguay@rcmp-grc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; BRENT.JEFFERY@forces.gc.ca; Gagnon, Alain; Singh, Ram
Subject: RE: Friday 18 Sep - IRP Recontracting Doc Review Committee Meeting

Importance: High

I DO APOLOGISE FOR OUR ABSENCE BUT I WAS CALLED ELSEWHERE AT THE LAST MINUTE AND DID NOT LEAVE THE MEETING WITH THE baS UNTIL QUITE LATE. Mr Gagnon informed our Director that he

I advised earlier that I found the documents reviewed yesterday to be satisfactory and have been on my own time reviewing them after which I will rejoin the committee.

R

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: September 17, 2009 12:15 PM
To: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; ray.duguay@rcmp-grc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; BRENT.JEFFERY@forces.gc.ca; Gagnon, Alain
Subject: Friday 18 Sep - IRP Recontracting Doc Review Committee Meeting

Hi guys,

Tomorrow the IRP Recontracting Doc Review Committee will be meeting in the DGCB Conf Room, 4th Floor Constitution Building beginning at 0900. Brent Jeffery will be available to sign people in. Cdr Kahler just confirmed that he will not be able to attend tomorrow's Document Review meeting and so I will again be the Acting Chair & Acting CF Technical Rep.

I have included the minutes from yesterday's meeting in case you didn't receive them. Please review them and be prepared to amend/approve them tomorrow. Note the Committee finished the initial review of the PIRA, PISR & PIP yesterday and intend to start reviewing the Risk Management Plan tomorrow which you should all have received. Addressees are requested to have read the RMP and be prepared to discuss it before tomorrow's meeting.

Brookfield should be providing an updated vers of the PIP and possibly regular updates to the PISR which may require further-future review by the Committee.

We are supposed to receive the Performance Measurement Plan (PMP) in electronic format today from Brookfield and I will try to have paper copies available for the meeting tomorrow. If we finish the review of yesterday's minutes & RMP and have no other items on the agenda to handle, we may look at the PMP Friday afternoon.

The other docs that need to be reviewed in the near future are the DRP, BCP & IMETS Test Plan, all of which need expert SME guidance (note some of these are Confidential). If either RCMP or NJC/GOC/TBS is able to provide SMEs to assist in reviewing these docs, it would be greatly appreciated. Otherwise, the CF/DND will continue trying to find experts (Michel Brisebois has agreed to see if an IT expert can be found through ADM Mat channels for the IMETS Test Plan). The CF rep(s) are going to CMP Comptroller and then to the Departmental Security Division for assistance with the DRP & BCP.

A reminder that we are scheduled to be in the Constitution Building (not the DGCB Conf Room) all next week for document review so I would ask you to please be prepared to start document review at 0900 on Mon 21 Sep (we will be in the other 4th Floor Conf Room for Mon & Tues). Activities for next week will be discussed during tomorrow's meeting..

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télcopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull

Sent: Wednesday, 16, September, 2009 15:44 PM

To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

Cc: 'Daniel F.R. Tupling'

Subject: Minutes from IRP Recontracting Doc Review Committee Meeting today

Hi sir, please find attached draft minutes for your review and distribution.

<<Minutes of IRP Re-Contracting Document Review Committee-16 Sep 09.doc>>

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télcopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Singh, Ram

From: DANIEL.TUPLING@forces.gc.ca
Sent: September 17, 2009 1:05 PM
To: Singh, Ram
Subject: RE: Friday 18 Sep - IRP Recontracting Doc Review Committee Meeting

No problem Ram. We're dealing with things.

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Thursday, 17, September, 2009 12:19 PM
To: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Subject: RE: Friday 18 Sep - IRP Recontracting Doc Review Committee Meeting

Thanks Dan I cant explain Alain!!!

I have had some issues with the pre-implementation status report I cldnt open it last night

I have been reading into the morning hours man

Good job and I will c u at the end of the month

Tk kr

R

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: September 17, 2009 12:15 PM
To: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; ray.duguay@rcmp-grc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; BRENT.JEFFERY@forces.gc.ca; Gagnon, Alain
Subject: Friday 18 Sep - IRP Recontracting Doc Review Committee Meeting

Hi guys,

Tomorrow the IRP Recontracting Doc Review Committee will be meeting in the DGCB Conf Room, 4th Floor Constitution Building beginning at 0900. Brent Jeffery will be available to sign people in. Cdr Kahler just confirmed that he will not be able to attend tomorrow's Document Review meeting and so I will again be the Acting Chair & Acting CF Technical Rep.

I have included the minutes from yesterday's meeting in case you didn't receive them. Please review them and be prepared to amend/approve them tomorrow. Note the Committee finished the initial review of the PIRA, PISR & PIP yesterday and intend to

start reviewing the Risk Management Plan tomorrow which you should all have received. Addressees are requested to have read the RMP and be prepared to discuss it before tomorrow's meeting.

Brookfield should be providing an updated vers of the PIP and possibly regular updates to the PISR which may require further-future review by the Committee.

We are supposed to receive the Performance Measurement Plan (PMP) in electronic format today from Brookfield and I will try to have paper copies available for the meeting tomorrow. If we finish the review of yesterday's minutes & RMP and have no other items on the agenda to handle, we may look at the PMP Friday afternoon.

The other docs that need to be reviewed in the near future are the DRP, BCP & IMETS Test Plan, all of which need expert SME guidance (note some of these are Confidential). If either RCMP or NJC/GOC/TBS is able to provide SMEs to assist in reviewing these docs, it would be greatly appreciated. Otherwise, the CF/DND will continue trying to find experts (Michel Brisebois has agreed to see if an IT expert can be found through ADM Mat channels for the IMETS Test Plan). The CF rep(s) are going to CMP Comptroller and then to the Departmental Security Division for assistance with the DRP & BCP.

A reminder that we are scheduled to be in the Constitution Building (not the DGCB Conf Room) all next week for document review so I would ask you to please be prepared to start document review at 0900 on Mon 21 Sep (we will be in the other 4th Floor Conf Room for Mon & Tues). Activities for next week will be discussed during tomorrow's meeting..

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull

Sent: Wednesday, 16, September, 2009 15:44 PM

To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull

Cc: 'Daniel F.R. Tupling'

Subject: Minutes from IRP Recontracting Doc Review Committee Meeting today

Hi sir, please find attached draft minutes for your review and distribution.

<<Minutes of IRP Re-Contracting Document Review Committee-16 Sep 09.doc>>

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Minutes of IRP Re-Contracting Document Review Committee
16 Sep 09 – DGCB Conference Room, Constitution Building

CF – Technical Authority (Chair)	Cdr Eric Kahler	Absent
CF – Deputy Technical Authority (Acting Chair)	Maj Dan Tupling	Present
RCMP – Technical Representative	Todd Lamb	Present
NJC/GOC – Technical Representative	Ram Singh	Absent
NJC/GOC – Deputy Technical Representative	Alain Gagnon	Absent
Procurement Authority (DND/CF)	Michel Brisebois	Present
Contract Authority (PWGSC)	Tamara Chamberlain	Absent

1. Preliminaries
 - a. Discussion of Committee Administration & plan
 - b. Discussion of schedule
 - c. Discussion of Committee review strategy
2. Doc review – PIRA (Pre-Implementation Risk Analysis):
 - a. The Methodology used in the PIRA seems credible, reasonable & readily demonstrable;
 - b. Questions-issues to be raised to Brookfield
 - i. Have the risks associated with the consolidation of operations in Winnipeg & Halifax been captured & mitigated
 - ii. Unnecessary differentiation between PIRA Register & RMP Register (couldn't latter subsume all risks contained within PIRA). Could Brookfield prepare a comprehensive "Master List of all Risks"
 - iii. What if there are problems in getting Security Clearances on time (i.e. are their Contractor requirements dependent upon Crown activity)

- iv. Would it be possible to link Risks in PIRA & RMP to those in the Transition Plan that is contained in the Brookfield Technical Proposal
 - v. Potential Risk of degradation of service under current contract because of focus/application of resources to new contract
3. Doc review – PISR (Pre-Implementation Status Report):
- i. Form, format & schedule acceptable
 - ii. This should be a useful tool for tracking activities through the Pre-Implementation Phase
4. Doc review – PIP (Pre-Implementation Plan):
- i. Version control/numbering required; latest version follows Version 2.0 but has not been identified as a Version. For purposes of discussion, we have called it Version 3.0.
 - ii. While Version 3.0 is a reasonable overview of Pre-Implementation planning and a good start point for a PIP, it is almost a complete copy & paste from the Technical Submission and does not provide the elaboration expected by the Crown. Version 2.0 provides useful augmentation to the Crown's understanding of the Contractor's plan for the Pre-Implementation Phase and should be incorporated into Version 3.0 (minus a few statements that the Contractor might wish to retain for inside-Contractor consumption only)
 - iii. Form & format are acceptable
 - iv. Contractor needs to discuss with Crown elements identified in Version 2.0 as "out of scope"; e.g. paragraph 3.b, page 5. Perhaps all that is required is mutual clarification of what is considered in & out of scope
 - v. As per latest version of MS Project schedule, PIP will not be finished until 9 Dec 09. Is this correct? Is this significant (i.e. what portion of new contract will not be available at SED)? Is Brookfield planning to do something to adjust schedule to move completion date to before SED?
5. Because of conflicting meetings, no meeting to be held on Thursday 17 Sep 09; next meeting 0900 Friday 18 Sep 09 at same location.
6. Meetings for week 21-25 Sep 09 to be in Constitution Building.

Singh, Ram

From: Danagher, Dan
Sent: September 17, 2009 2:16 PM
To: Zovatto, Claudia
Cc: Gagnon, Alain; Singh, Ram; Boucher, Lina; EL Zarka, Antoinette
Subject: RE: IRP CONTRACT WITH BGRS EFFECTIVE DECEMBER 1/2009

Okay – can you tee-up with Antoinette?

Dan Danagher
Executive Director | Directeur exécutif
Compensation & Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

From: Zovatto, Claudia
Sent: September 17, 2009 11:45 AM
To: Danagher, Dan
Cc: Gagnon, Alain; Singh, Ram; Boucher, Lina
Subject: RE: IRP CONTRACT WITH BGRS EFFECTIVE DECEMBER 1/2009

Dan,
I would propose a DG meeting for the week of Sept 29 to address these issues.

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter |
Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: September 15, 2009 2:08 PM
To: Zovatto, Claudia; Danagher, Dan

Pages 711 to / à 712

are duplicates

sont des duplicatas

Graham, Don

From: Singh, Ram
Sent: October 13, 2009 11:07 AM
To: 'angela.habraken@rcmp-grc.gc.ca'
Cc: Zovatto, Claudia; Boucher, Lina; Gagnon, Alain; Duclos, Jean-François; TBS Info SCT; Singh, Ram
Subject: RE: PE-DI 63047 Info re policy not on website

Attachments: IRP Policy-Amended May 5, 1999.doc; Policy IRP - Effective April01-2000.doc; POLICY IRP - July Changes - EFFECTIVE APRIL 01-2001 FINAL ED 9 MARCH.doc



IRP Policy-Amended May 5, 1999... Policy IRP - Effective April01... POLICY IRP - July Changes - EF...

The Federal Government launched a relocation pilot program effective April 01, 1999. which at the time was for the Government's EXs, GICs, uniform members of both the Canadian Force and the RCMP.

The policy document was amended annually however the April 1999 policy as a result of being a pilot Program was amended on May 5th, 1999.

I trust that this provides some assistance.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Angela Habraken [mailto:angela.habraken@rcmp-grc.gc.ca]
Sent: October 5, 2009 11:33 AM
To: TBS Info SCT
Subject: PE-DI 63047 Info re policy not on website

Good Morning,

I am looking for information with respect to an older policy.

TB used to have a number of Integrated Relocation Program (IRP) policies. I am concerned about the 1999 IRP-Pilot, which was in effect from April 1, 1999 to March 31, 2000, at which time the IRP-Pilot 2000 came out. The IRP-Pilot 1999 was amended on May 5, 1999. I would like to know if it was amended after this. If so, when? And if so, where could I obtain a copy of these amendments?

It is important that I find out this information.

Thank you very much, and I look forward to your quick response.

Angela Habraken

Angela L. Habraken, B.A. B.Ed. LL.B.
External Reivew Unit / Groupe des examens internes Professional Standards and External Reivew Directorate / Direction des normes des normes professionnelles et des examens externes Telephone / téléphone: (613) 993-4222
e-mail / courriel: angela.habraken@rcmp-grc.gc.ca

INTEGRATED RELOCATION PROGRAM

PILOT



Policy Document for Departmental Co-ordinators

Amended: 05/05/99

TABLE OF CONTENTS

GENERAL PRINCIPLES - Section 1	1
Effective Date	1
Purpose and Scope.....	1
Responsibilities.....	2
40 Kilometres Rule	2
Application	3
Integrated Relocation Program (IRP)	4
Contractor and Location	4
Introduction.....	4
Eligibility	5
Non-Eligibility.....	5
Retirees	6
Other Relocation/Moves Within Canada.....	6
Special Circumstances.....	6
FUNDING FORMULA - Section 2	10
Introduction.....	10
Calculation of the Funding Formula.....	10
Real Estate Commission.....	12
Transportation of Family	12
Transportation of Household Goods.....	12
Non-Accountable Incidental Allowance.....	13
Rental Incentive	13
Core Benefit Transferable Savings.....	14
Real Estate Commission Savings	14
Selling the Home Quickly	14
Savings from Shipping Fewer Household Goods.....	15
Savings from a Shorter House Hunting Trip	15
Incentive for Staying over a Saturday	15
Savings from Reducing Long Term Storage Costs	16
Movement Grant/Transfer Allowance.....	16
HOUSE HUNTING TRIP (HHT) - Section 3	17
Policy	17
Additional Service/Assistance with IRP.....	17
Funding Overview	17
Authorization/Duty Status	18
Travel Time	18
Duration of HHT.....	18
Extended HHT	18
Additional Travelling Expenses for Children.....	18
Travel Status	18
Lodgings	18
Meals and Incidentals	19

Transportation.....	19
Car Rental and Local Transportation.....	20
Telephone Calls	21
Child Care.....	21
Boarding of Pets	21
More than One HHT	21
Crown Owned Residence	22
Previously Owned Residence	22
HHT After Departure/COS date	22
Unsuccessful HHT.....	22
INTERIM LODGINGS, MEALS AND INCIDENTALS - Section 4	23
Policy	23
Funding Overview	23
Responsibility	23
Transferee's Responsibility	23
Relocation Consultant Responsibility.....	23
Manager Responsibility	24
Principle for Reimbursement.....	24
Door-to-Door Moves	24
Benefit.....	24
When Authorized to Move	25
Requests of Authority to Move.....	25
Preparation and Delivery of Household Goods	25
Additional Days/Pack	25
Awaiting Occupancy	26
Exceptional Circumstances.....	26
Meals in Excess of 21 Days.....	26
Lodgings in Excess of 21 Days	26
Exceptions.....	27
Transferees with Dependants who Proceed Alone.....	27
Exception Transferee Proceeding Alone	27
TRAVEL TO THE NEW LOCATION - Section 5	28
Policy	28
Funding Overview	28
Transferable Savings from Core to Customized.....	28
Travel Time	28
Lodgings	29
Hotel/Motel Occupancy Principles.....	29
Meals and Incidentals	30
Kilometric Allowance.....	31
Ferry and Toll Charges	31
Selecting the Mode of Transportation	32

RENTAL ACCOMMODATION - Section 6	33
Policy	33
Funding Overview	33
Member / Employee Responsibility	33
Rental Incentive	34
Rent or Lease Liability	34
Professional Cleaning of Former Residence.....	34
Rent in Advance of Move.....	34
Rental Agency Finding Fees.....	34
 SALE OF HOME - Section 7.....	 35
Policy	35
Funding Overview	35
Time Limit on Sale	36
Occupancy Requirements	36
Lot Size.....	36
Real Estate Commission.....	36
Legal Fees.....	37
Appraisal Fees	37
Mortgage Breaking Penalties.....	37
Attending Fees or Power of Attorney	38
Temporary Dual Residence Assistance (TDRA).....	38
Commuting Assistance	39
Structural Inspection	39
Return Trip to Finalize Sale.....	39
Loss on Sale.....	39
Home Equity Assistance (special authorities)	40
Professional Cleaning of Residence	40
Capital Improvements.....	40
Income Property.....	40
Private Sale	41
Co-Ownership.....	41
Marketing Incentives	41
Transferable Savings to Customized Component.....	41
 PURCHASE OF HOME - Section 8	 43
Policy	43
Funding Overview	43
Time Limit to Purchase	44
Occupancy Requirements	44
Lots and Lot Size.....	44
New Home Construction	44
Purchase after Move	44
Tour of Duty	45
Non-Admissible Expenses.....	45
Income Properties	45
Co-Ownership.....	45

Loss of Deposit	45
Mobile Homes	45
Legal Fees	46
Structural Inspection	46
Attending Fees and Power of Attorney	46
Mortgage Interest Differential	47
Mortgage Default Insurance (CMHC Fees)	47
Other Provision	47
Interest from Short Term Personal Loan	47
Bridging Loan	48
\$25,000 Interest Free or Low Interest Loans	48
Mortgage Centre	48
SHIPMENT OF MOBILE HOMES - Section 9	50
Policy	50
Funding Overview	50
Transferable Savings from Core to Customized.....	50
Responsibility	51
Prohibited Move of a Mobile Home.....	51
Storage	51
Moving from Storage.....	51
Other Service Charges	51
Transit Time.....	51
Transit Time on Unpaved Roads	52
Entitlement.....	52
SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS - Section 10.....	53
Policy	53
Funding Overview	53
Weight Entitlement.....	54
Additional Weight	54
Qualifying Rooms.....	54
Basic Customized Funding Formula	55
Transferable Savings	55
Incidental Expenses	55
Non-admissible Items	55
Storage in Transit.....	56
Long Term Storage	56
Savings from Reducing Long Term Storage Costs	57
Partial Shipping/Storage	57
Basic Insurance Coverage.....	57
Additional Insurance Coverage	58
Crating	58
Personal Motor Vehicle	58
Additional Shipping Expenses.....	58
Pets.....	58
Time Off Packing	58

NEWLY ENGAGED RCMP MEMBER - Section 11A.....	59
General.....	59
Relocation Provisions	59
Entitlements	59
Transportation and Travel.....	60
Interim Accommodation.....	60
Incidental Expenses	61
Temporary Dual Residence (TDRA).....	61
Policy Shipment of Household Effects.....	61
Shipment of HHE	62
Shipment of Vehicles.....	62
Storage in Transit.....	62
Expenses to Acquire Private Accommodation	63
Insurance Household Effects	63
Amount of Risk.....	63
Payment for Damaged or Lost Articles Included as Household Effects	63
Compensation Restrictions	64
Independent Appraiser.....	64
Submission of Claims.....	64
Isolated Post.....	65
Supporting Documents Required with a Claim.	65
Assessed Value	65
Temporary Settlement	65
 NEWLY APPOINTED EMPLOYEES TO THE PUBLIC SERVICE - Section 11B.....	 66
 RETIRING MEMBERS - Section 12.....	 67
 OTHER RELOCATION MOVES WITHIN CANADA - Section 13.....	 68
 EXECUTIVE GROUP AND GICs -	
IRP SPECIAL RELOCATION PROVISION - Section 14	69
IRP Application	69
Assistance for Sale of Home.....	69
Assistance for Home Search	69
Weekend Travel Home Every Two Weeks	70
Incidental Expense Allowances.....	70
Disposal/ AcquisitionCost	70
Examples of Additional Benefits.....	70
 TEMPLATES - Section 15.....	 71
1. SELL <<<< PURCHASE.....	71
2. SELL <<<< RENT.....	73
3. RENT <<<< PURCHASE	75
4. RENT <<<< RENT.....	77
5. KEEP FORMER RESIDENCE <<<< RENT.....	79
6. KEEP FORMER RESIDENCE <<<< PURCHASE	81

Postings/Relocations Within Canada

Effective Date The federal government is introducing a new comprehensive relocation program known as the Integrated Relocation Program (IRP). The IRP comes into effect April 1, 1999 on a pilot basis. In essence, the IRP replaces the Guaranteed Home Sale Program (GHSP) which expires March 31, 1999 and IRP will be in effect for two (2) years with an option for two (2), one (1) year extensions.

Purpose and Scope It is the policy of the government that in any relocation, the aim shall be to relocate a transferee in the most efficient fashion. That is, at the most reasonable cost to the public, yet having a minimum detrimental effect on the transferee and his/her family and on departmental operations.

The Integrated Relocation Pilot Program is designed to provide the transferee with professional assistance throughout every step of the relocation with the view of presenting the transferee every reasonable opportunity to maximize the available benefits.

The intent is to continue to be guided by the proven and tested principles and dispositions of the Relocation Directive that has been governing Government of Canada moves, except for and to the extent of those dispositions that are specific to this Pilot Program and the current contract with the third party Relocation Services Provider retained to assist with the delivery of this program.

The new (pilot) program comprises two (2) components, namely the Core Component and the Customized Component. While the utilization of the Core Components of this program is not mandatory, there is no provision under any circumstances for those items that are not used, to be exchanged or assigned any monetary value which could be added to the Customized Components of the program. The transferee who chooses not to use the provisions of the Core Component forfeits them.

This relocation policy and any limitations thereto are published as policy and not as permissive guidelines. The relocation policy is premised on the reimbursement of actual, reasonable and legitimate relocation expenses. Discretion, be it at the transferee, managerial or departmental level, shall be confined to those provisions where discretion is specifically authorized.

The approval of the Treasury Board is required for payment of relocation expenses not covered by this revised policy or under the terms of the contract with the third party supplier.

Unless specifically stated otherwise, the standards, rates or allowances and the reimbursement of expenses incurred as authorized in this policy shall be applied to all eligible persons irrespective of age, sex, marital or family status, or disability. Travel and shipment of household goods and effects provisions shall comply with the provisions of the current Travel Directive and the Household Goods Removal Service contract.

Responsibilities It is the responsibility of the employer to reimburse the transferee's actual and reasonable relocation expenses, within the limits of this policy when the relocation is made at the request of the employer.

Deputy Heads are responsible for the implementation of this policy within their departmental jurisdiction. The authority to apply any provision or to approve claims may be delegated by the Deputy Head to a Departmental National Co-ordinator, specifically identified for this program. The program delivery costs are to be assumed by user departments as per the approved fee-for-service schedule.

These relocation provisions which apply to moves within Canada shall provide only for the transferee's legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances. Expenses incurred because of misinterpretation or mistakes shall not be reimbursed.

40 Kilometres Rule The general rule is that a relocation should not be considered unless the new principal residence is a minimum of 40 kilometres closer to the new workplace. This rule is consistent with section 62(1) of the *Income Tax Act* which states, in part, "... so that the distance between his old residence and his new work location is less than 40 kilometres greater than the distance between this new residence and his new work location..."

Application

The Integrated Relocation Program (Pilot) applies to employees in the Executive Group (EX) and to Governor in Council appointees (GIC) that previously fell under the provisions of the Special Relocation Authorities (chapter 3-2), and is available to non-represented employees of departments and agencies listed in the Financial Administration Act (FAA) under Schedule I, I.1 and II, and branches of government designated as departments for purposes of the FAA.

Both the RCMP and the Canadian Forces have, for the duration of the IRP Pilot, suspended their separate relocation authorities, to participate in this pilot program.

Invitation to participate in this Pilot Program has been extended to the National Joint Council (NJC) unions. Until further notice, represented employees will continue to be covered under the regular provisions of the NJC Relocation Directive and, therefore, will be excluded from participation in this Pilot Program.

The relocation pilot does not apply to the relocation of a transferee or other person whose relocation is governed by other authorities. Therefore, these provisions do not apply to members of the Senate and House of Commons, judges, members and employees of Boards, Commissions and other Agencies which are separate Employers as per the Public Service Staff Relations Act (PSSRA).

Term employees (either indeterminate or seasonal full time) appointed to an excluded position for term of less than 12 months are not entitled to the provisions of this policy. Successive term appointments within the same department or with different departments are not cumulative for relocation purposes. All indeterminate or seasonal part-time employees are excluded from the application of this policy unless the appointment is for a period in excess of 12 months.

The relocation pilot is intended for transferees whose relocation is of a more permanent nature (not temporary short term), normally for a period of more than three years.

Integrated Relocation Program (IRP)

Royal LePage Relocation Services has been awarded the contract for the duration of this Pilot and they will provide this service in the following regions:

Contractor and Location

- 1. Pacific (British Columbia, Yukon, Northwest Territories, Nunavut) Region**
 - 2. Prairie Region (Manitoba, Saskatchewan, Alberta)**
 - 3. Central Region (Quebec and Ontario) with offices in Quebec, Ottawa and Toronto**
 - 4. Atlantic Region (Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island)**
-

Introduction

This is an outline of the various benefits available to transferees **posted from one place of duty to another within Canada**. The various benefits should be read and understood.

Where the advice given by the third-party relocation consultant contradicts this policy, a request is to be made for the advice to be provided in writing. Subsequently, the Department National Co-ordinator is to be consulted for clarification on advice provided. *This is very important because expenses resulting from misinterpretation or mistakes will not necessarily be reimbursable.*

The government's objective is to provide its employees with a full range of relocation assistance services in a formula that marries direct reimbursement of expenditures, of which the transferee has little control over, and a "cafeteria style" approach to benefits providing an opportunity for the transferee to select what is best for him/her (within a funding envelope) under his/her own family/unique circumstances.

This Integrated Relocation Program (IRP Pilot) provides a Customized approach for each participant's particular needs. It is an integrated relocation service within Canada to those transferees identified by their departments as requiring enhanced relocation assistance to meet both operational requirements and program objectives and the transferees needs. It will provide federal employees with relocation planning, marketing assistance and destination services along with several other enhanced relocation services.

The “one-stop shopping” concept of this program will ensure access to professional relocation services assistance throughout every step of the transferee’s move. It will be split into two components: Core benefits and Customized benefits.

The Core Component includes some basic provisions regarding the reimbursement of eligible expenses, such as real estate commissions, legal fees, etc., and includes some enhancements such as relocation planning, destination services, etc.

The Customized Component includes items that can be reimbursed, up to the value calculated from pre-budgeted amounts and from “savings” transferred from the Core Component provisions. Reimbursable items require receipts and are to be managed to allow the transferee to maximize the effectiveness of the plan according to Income Tax regulations and to allow the employee to benefit from cost-effective rates and services. *The IRP program is designed to encourage and facilitate door-to-door moves thereby eliminating the need for TDRA, etc., through improved move management.*

NOTE: Ultimately, the transferee makes the final decision to accept or reject the advice provided.

Eligibility

Unless specifically stated otherwise, the relocation provisions in this chapter shall apply to all transferees whenever they are authorized to move household goods and effects in excess of 40 km (as per Revenue Canada) on postings within Canada, from one place of duty to another. Place of duty means the location of the official station or headquarters at or from which the employee’s duties are ordinarily performed, or to which an appointee is required to report for duty, and includes any area which, according to local custom, is within commuting distance of the place of duty.

Non-Eligibility

The relocation incentives in the Integrated Relocation Pilot Project (IRP) does not apply at this time to all transferees authorized to move household goods and effects in excess of 40 km on postings within Canada, upon recruitment. In some instances, at recruitment, certain benefits are negotiated. However, there is a restriction on the IRP directly related to operational requirements.

Because of limitations, the newly engaged employee entitlements are addressed in a separate chapter.

Retirees Until further notice, retiring members will continue to be governed by separate authorities.

**Other Relocation/
Moves Within
Canada** Those transferees who are relocated within Canada as a result of personal/operational requirements will be entitled to very specific services as are clearly indicated in a separate chapter in this policy

Special Circumstances All requests for reimbursement that fall within the intent of this chapter, but whose special circumstances have not been specifically addressed, must be forwarded through normal channels directly to:

- For members of Canadian Forces: to NDHQ/Director Compensation and Benefits Administration (DCBA);
- For members of the RCMP: to the Departmental National Co-ordinator, Financial Control Section – Finance Branch, Corporate Management Directorate, Ottawa; or
- For employees of the federal Public Service: the designated departmental Co-ordinator, head office.

An Overview Working Committee has been established to address exceptional cases or circumstances. A subsequent decision from this Committee is binding.

Committee members include representatives from the Treasury Board Secretariat (TBS), the Department of National Defence (DND), the Royal Canadian Mounted Police (RCMP) and Royal LePage Relocation Services.

Section 1

The following table lists the core/customized benefits available to a transferee:			
RELOCATION BENEFITS		CORE	CUSTOMIZED
1.1 Relocation Planning:			
Explanation of the mobility program	NEW	X	
Presentation of program benefits and options	NEW	X	
Presentation of transferable values and their application	NEW	X	
Provide financial tools to evaluate renting vs buying	NEW	X	
Provide counselling on importance of door-to-door move	NEW	X	
Provide counselling on the multiple aspects of the move	NEW	X	
Counsel on when HHT should be taken, pre-search requirements	NEW	X	
Provide liaison service for GTS and HGRS	NEW	X	
1.2 Destination Orientation:			
Provide information consultation on new location/community	NEW	X	
Provide guidance on securing accommodation (rent/purchase)	NEW	X	
Provide information on market values and trends at destination	NEW	X	
Provide information on new neighbourhood, schools, special facilities, commuting services, senior homes, etc.	NEW	X	
Assist in pre-qualifying for HHT (housing requirements and financial considerations)	NEW	X	
Assist in preparing home/rent search plan and link-up at new locale	NEW	X	
Counsel on pre-approved mortgage	NEW	X	
Recommend realtors and brief on the range of services to be expected - "open broker policy"	NEW	X	
Counsel on signing agreements with purchasing agents for newly built, sale by owner properties, etc.	NEW	X	
Recommend lawyers and brief on the range of services to be expected - "open broker policy"; list of reimbursable disbursements	NEW	X	
Recommend financial institutions and brief on the penalties and options, the range and level of services to be expected - "open broker policy"	NEW	X	
Recommend building inspection firms and brief on the range and level of services to be expected	NEW	X	
Counsel on limitation of fees payable under IRP	NEW	X	
Counsel on Offer-to-Purchase process	NEW	X	
Counsel on exceptional circumstances	NEW	X	
Provide information on basic leases, penalties, lease terms, etc.	NEW	X	
1.3 House Hunting Trip:			
Car Rental (upgrade from sub-compact available via customized funding)	ENHANCED	X	X
Child Care (expenses above Core are funded from the customized section)	NEW	X	X
Extended HHT (additional 2 days)	NEW		X
House Hunting Trip - Extra Expenses for Children	NEW		X

RELOCATION BENEFITS		CORE	CUSTOMIZED
Telephone Calls (expenses above Core are funded from the customized section)		X	X
HHT duration Expenses (5 days – 5 nights) (additional days under customized)		X	X
\$250 Incentive for cost avoidance on HHT		Option	
1.4 Interim Lodgings, Meals and Incidentals:			
Lodgings, Meals and Incidentals (each authorized day)	ENHANCED	X	
Lodgings, Meals and Incidentals (extended family)	NEW		X
1.5 Travel To New Location:			
Transportation and Travelling Expenses	ENHANCED	X	
Transportation and Travelling Expenses – Extended Family	NEW		X
1.6 Rental Accommodation:			
Professional Cleaning of Former Residence (\$100)	ENHANCED	X	
Rent and Lease Liability		X	
Rent in Advance of a Move		X	X
Rental Agency Finding Fees	NEW	X	
Rent Incentive (\$2,500 own to rent; \$1,000 rent to rent)	INCENTIVE/ NEW	Option	
1.7 Sale/Disposal of Home:			
Appraisal Fees on Sale of Home - 2 appraisals; corporate rates	NEW	X	
Attending Fees (actual and reasonable)	NEW	X	
Capital Improvements – per Income Tax Act			X
Quick sale Incentive on Sale of Home- (up to \$1,500)	INCENTIVE - NEW	Option	
Equity Loss (capped at \$15,000. Balance from Customized envelope)	NEW	X	X
Legal Fees and Disbursements (established rates)		X	
Mortgage Interest Differential Penalty - non-portable mortgage		X	
Mortgage Paydown Penalty - non-portable mortgage		X	
Mortgage Paydown Penalty			X
Mortgage Interest Differential on Sale			X
Professional Cleaning of Former Residence (\$100)	NEW	X	
Real Estate Commission		X	
Structural Inspection on Sale of Home	NEW		X
TDRA * limitations apply		X	X
Property Management Services	NEW	Option	
1.8 Purchase of Home:			
Interest on short term loan	NEW	X	
Access to The Mortgage Centre	NEW	X	
Bridging Loan			X
Legal Fees and Disbursements on Purchase of Home		X	
Mortgage Default Insurance (CMHC Fees)			X
Mortgage Interest Differential (up to 5 years; up to \$5,000)		X	
Power of Attorney		X	

RELOCATION BENEFITS		CORE	CUSTOMIZED
Structural Inspection (on purchase of home)		X	
\$25,000 Home Relocation Loan	NEW		X
1.9 Additional Benefits			
Additional Insurance – Motor Vehicles			X
Adjustments and Alterations to Furniture and Fixtures			X
Boarding of Pets	NEW		X
Car Shipment (Car Storage not permissible) (1 vehicle)		X	
Child Care	ENHANCED		X
Counselling Services – Extended Family	NEW		X
Crating			X
Duplicate Housing or Commuting Assistance			X
Home Renovations for Disabled Members and Dependants			X
Incidental Shipping Expenses			X
Miscellaneous Shipping Expenses			X
Property Maintenance Fees on Former Home (TDRA)	NEW		X
Property Management Fees on Former Home	NEW		X
Shipment of Second Family Vehicle			X
Shipment of Recreational Vehicle	ENHANCED		X
Shipment of Boats, Motorcycles, and ATV's	ENHANCED		X
Shipment of Trailers	ENHANCED		X
Shipment of Motor Homes (with limitations)	ENHANCED	X	
Shipment of Antiques and Works of Art			X
Shipment of Pets			X
Spousal Employment Search	NEW		X
Spousal Curriculum Vitae and Interview Travel	NEW		X
Storage in Transit	ENHANCED		X
Transportation of Furniture and Effects		X	
Car rental			X
Long term storage (core under IPD / customized otherwise)		X	X
Relocation allowance (DND/RCMP)		X	

Introduction

2.1 The funding formula is the calculation that determines how much money is available to a transferee in the Customized Component benefits. It is based on an individual amount since a variety of factors may differ from one transferee to another.

2.2 As explained below, this sum of money for the Customized Component can be increased as a direct result of specified additional savings the transferee can generate in the move, with the transfer of some savings from the Core Component to the Customized funding envelope.

2.3 Upon completion of the move or the 12 month time limitation whichever comes first, any residual amount from the Customized Component that cannot be applied to non-taxable reimbursable expenses as per Revenue Canada guidelines, are to be issued to the transferee as a taxable benefit.

Calculation of the Funding Formula

2.4 The Customized-funding envelope is determined by adding the Basic funding formula and all Transferable Savings. Many of the factors are variable, and it is very common for two transferees, in basically the same situation, to have different amounts available in Customized benefits.

2.5 The intent is to allow transferees to seek reimbursement under the Customized Component for reasonable and recognized reimbursable expenses allowable by Revenue Canada applicable to those items listed up to the limit of funds available in the Customized Component.

2.6 Invoices for the delivery of services will be paid from funds accumulated in the Customized Component up to, but not exceeding the allocated funds therein.

2.7 Even though the Contractor is tasked with assisting the transferee by explaining where the allocation of allowable relocation expenses can best be used to maximize taxable benefits and allow for the ease of personal income tax filing, the transferee will have final decision on how the Customized Component funds are expended. The calculation formula follows:

OVERVIEW SUMMARY

2.8	BASIC CUSTOMIZED FORMULA
Real estate commission ^a (maximum transferable \$5,250)	_____ x 35% =
+ Cost of transportation for transferee and dependants (one-way)	_____ x 35% =
+ Cost of shipping 1000 lbs. (453.60kg) of household goods per qualifying room ^b (HGRS contract)	_____ x 35% =
Non-accountable incidental allowance	\$650
+ EX/GIC only, Incidental expense allowance in lieu of \$650	_____
Sub-total:	
2.9	FINANCIAL INCENTIVES
+ Incentive for not selling home (maximum appraised value \$300,000) ^c Appraised Value:	_____ x 80% =
Commission: + Quick Sale Incentive for selling home within 150 days \$150,000 value/\$1,500	_____ x 1% =
+ Rent Incentive (\$1,000-renters; \$2,500- homeowners)	= _____
Sub-total:	
2.10	ADDITIONAL TRANSFERABLE SAVINGS
+ Cost of shipping household goods below the threshold (1000lbs [453.60kg] – room (HGRS contract)	_____ x 80% =
+ Cost of long term storage for major appliances – max 24 months (HGRS contract)	_____ x 80% =
+ Airfare savings incentive of \$250 or savings of Interim Lodgings, Meals and Incidentals for days not used on HHT-capped at \$250 (taxes included)	\$250 or _____
Sub-total:	
= TOTAL Customized Funding Envelope	

a. Based on appraised value; homeowners only.

b. As per formula outline of rooms - (kitchen, bedrooms, living room, recreation room, family room, dining room, basement, garage (not condos and apartments), out building (limit of one), storage room (separate from apartment); weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from weight factor ; (1 kg=2.2046 lb).

c. Entitled to a credit of 80% of the Real Estate Commission (Corporate rate) that would have been payable if house was sold; recommend that this be applied to property management fees;

NOTE: RCMP/DND transferees will have their move grant/transfer allowance flow to the Customized Component.

Real Estate Commission

2.11 One element that is used to calculate the Basic Funding envelope is the real estate commission that would apply if a transferee's home was sold at the established appraised value.

2.12 **Formula: 35% x real estate commission based on appraised value or \$5,250 maximum (applicable taxes excluded) whichever is lesser.**

NOTE: This is only available to homeowners. The expenses associated with buying/selling a home are far greater than those of renters disposing of or acquiring rental accommodation.

Transportation of Family

2.13 Another element used to calculate the Basic Funding envelope is the cost of one-way transportation to the new place of work location. For calculation purposes only, the funding will be based on the distance, one-way, between the former and new place of work as determined by the policy centre, multiplied by the Department of finance higher kilometric rate, multiplied by the employee's dependants, multiplied by 35%.

2.14 **Formula: 35% x (distance x higher kilometric rate x number of dependents + transferee)**

NOTE: The higher mileage rate shall be used per family member.

Transportation of Household Goods

2.15 The other element used to calculate the Basic Funding envelope is the cost of shipping an average of 1,000 lbs/453.60 kg household goods per unit/room - **kitchen, bedroom (including bedroom in finished basement), living room, recreation room, family room, dining room, basement, garage – not condos and apartments, out-building/storage shed (limit of one), storage room (separate from apartment – through the applicable Removal Services Unit tariffs, conditions and limitations established by the Household Good Removal Services (HGRS) contract.**

A transferee who shares accommodations is entitled to shipment of HHE weight factor based on the rental formula. i.e. 3 people rent a 3 bedroom house and rent is based on "the/a room", then the transferee is entitled to the weight factor of 1 (one) room. If however, the rental formula is based on the entire premises divisible by the number (3) of shared tenants, then the transferee is entitled to 1/3 of the entire number of rooms.

This applies under Core to articles the moving firm will accept on a straight-weight basis only (policy centre confirmed rates).

2.16 Does not include shipment of vehicle.

2.17 Formula: 35% x cost to ship household goods as above.

NOTE: In those exceptional cases where labourers are flown into remote communities for packing, etc., this cost will be excluded from the formula configuration being used.

**Non-
Accountable
Incidental
Allowance**

2.18 In addition to the three basic elements discussed above, all transferees will receive a \$650 non-accountable incidental allowance added to the Basic Funding envelope. EX and GICs only, can claim incidental expense allowance in lieu of the \$650 as per previous separate authorities, normally the equivalent of four (4) weeks salary. **Revenue Canada only allows up to \$650 without receipts.**

**Rental
Incentive**

2.19 Transferees who elect to move into rental accommodation at the new location may also receive a rental incentive of \$2,500 if the transferee was a homeowner at the old place of duty or \$1,000 if the transferee was a renter at the old place of duty.

NOTE:

- (1) Moving into Official Residences designed for special functions **do not** qualify for this incentive; and
- (2) moving to/from a Crown home (former location) to private accommodations (rental apartments, condos, etc.,) qualify for this incentive.

2.20 However, should a transferee who has accepted the rent incentive at the time of the move decide, after the fact, to purchase at the new place of work, he/she will not be entitled to a reimbursement for any disposal related costs such as legal fees, etc.

NOTE: Upon accepting the rental incentive, the transferee's "status" is frozen for a period of four (4) years (i.e. in as a renter, out as a renter). However, this limitation may be lifted where, within the four year period, the transferee is relocated at the request of the employer (imposed move; employer demand), and where the move meets other IRP related criteria such as the 40 km rule. Under these circumstances, an employee who initially accepted the rental incentive and subsequently purchased a home may be relocated as a homeowner although the subsequent relocation occurs within the four (4) year period.

**Core Benefit
Transferable
Savings**

2.21 Transferees may increase their Basic Customized-funding envelope by realizing savings in the following ways:

- **Not selling their home**
 - **Selling their home quickly**
 - **Shipping fewer household goods**
 - **Reducing long term storage costs**
 - **Reducing the length of House Hunting Trip**
-

**Real Estate
Commission
Savings**

2.22 Transferees who elect not to sell their homes at their former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded). The amount payable is based on the appraised value and pre-negotiated corporate real estate commission rates, capped at \$12,000.

2.23 Example: Average appraised value of home is \$300,000 maximum. The commission at 5% would have been \$15,000. Hence, a transferee could transfer \$12,000 (i.e., \$15,000 x 80%) from the Core to the Customized-funding envelope. – This could be applied on property management.

**Selling the
Home Quickly**

2.24 Transferees who sell their home within 150 days from the date of verbal confirmation of appraised value, may transfer 1% of the real estate value up to a maximum of \$1,500 to their Customized Envelope.

2.25 Example: Someone selling a \$150,000 home has received confirmation by phone of appraised values on July 5th. To be eligible, he/she must actively and aggressively market the home with help from the contracted relocation consultant. In this case, the latest closing date possible to qualify for the incentive is before December 2nd. If both criteria are satisfied, he/she could transfer 1% of the value of the real estate or a maximum of \$1,500 (i.e., \$150,000 x 1%).

NOTE: Properties selling for less than 95% of the appraised value will require pre-departmental approval to qualify for this incentive. The purpose is to prevent possible situations of unduly reduced sale prices where other equity provisions may be reimbursed by the Crown. All such cases are to be submitted by the contractor, directly to the Departmental National Co-ordinator/DCBA for approval.

Savings from Shipping Fewer Household Goods

2.26 Transferees who ship household goods and effects below the established weight threshold may transfer 80% of the savings resulting from shipping weight below this threshold.

2.27 The calculation will be based upon the actual weight shipped under the threshold amount (policy centre confirmed rates).

2.28 For the purposes of determining savings when shipping fewer household goods and effects, a maximum weight threshold of 1000 lbs./453.60 kg per qualifying room has been established. Qualifying rooms: (kitchen, bedroom, living room, recreation room, family room, dining room, basement, garage not condos and apartments, out-building/storage shed [limit of one], storage room separate from apartment).

Savings from a Shorter House Hunting Trip

2.29 Transferees, who opt to drive 650 km or less one-way and have completed the HHT in less than the normal length HHT of 5 days, may transfer 100% of all lodging, meals, and incidental savings for unused days (capped at \$250) to the Customized-funding envelope. For calculation purposes a normal length HHT consist of the following:

- 5 days meals (HHT) + 2 days (travel status)
- 5 nights lodgings (HHT) + 1 night lodgings (travel status)

2.30 Example: A transferee and spouse who departed on Sunday and returned on Wednesday would have used 3 days meals and 3 night's lodgings. Therefore, the transferee could transfer the cost of 2 days meals and 2 night's lodgings and 2 days incidentals up to a maximum of \$250 to their Customized-funding envelope, rates to be based on cost for previous days.

Incentive for Staying over a Saturday

2.31 Transferees who are flying and arrange their itinerary such that they are able to stay over a Saturday night, save the Department in reduced airfare costs. This is based upon *return full fare economy airfare*, based on point of origin to final destination, direct/non-stop (except when the carrier forces a connection/stopover such as flight from Halifax to Whitehorse). Transferees in these cases may receive \$250 into their Customized funding envelope.

NOTE:

- This incentive does not apply to a transferee who is compensated (overtime / double time salary payment) for being in travel status.
- This incentive does not apply to transferees relocating into Crown homes or facilities!
- DND and RCMP members who take advantage of "service-flights/charters" when appropriate/applicable qualify for the \$250 saving incentive.

**Savings from
Reducing Long
Term Storage
Costs**

2.32 Transferees who are posted to an Isolated Post and into Crown accommodation where it is impossible to normally accommodate their household items, may transfer 80% of the savings resulting from not having to store their fridge, freezer, stove, washer, dryer, and/or dishwasher, using industry averages as determined by policy.

NOTE: These items have a reduced life expectancy as a result of long term non-usage. For transfer value purposes, the saving is to be calculated on the weight/volume of the items based on the actual duration of the storage requirement up to a maximum of 24 months (policy centre confirmed rates).

**Movement
Grant/Transfer
Allowance**

2.33 Those transferees who also receive a relocation allowance under separate authority:

- RCMP members will receive an allowance equivalent to four weeks salary added to the Customized Component.
 - For members of Canadian Forces, the regulations concerning eligibility and amounts are contained under separate authority added to the Customized Component.
-

Policy

3.1 It is the policy of the Department to provide a transferee with the opportunity to secure suitable accommodation at the new place of duty.

Additional Service/ Assistance with IRP

3.2 IRP provides the additional service/assistance such as home search, etc., as outlined in the following pages.

3.3 **A successful HHT should result in most moves being door-to-door. Thus, considerably reducing the cost for interim lodgings, meals, and incidental expenses and eliminating unnecessary storage in transit costs. This will also prove less disruptive and stressful for the employee and family.**

Funding Overview

3.4 **The benefits outlined in this section are funded from both the Core and Customized components as follows:**

Benefit	Core Funding	Customized Funding
Return Transportation	<ul style="list-style-type: none"> • Transferee and Spouse 	<ul style="list-style-type: none"> • Children and or Extended Family
Lodgings, Meals, and Incidentals for 5 + 2 days and 5 + 1 nights	<ul style="list-style-type: none"> • Transferee and Spouse 	<ul style="list-style-type: none"> • Children and/or Extended Family
Extended HHT <ul style="list-style-type: none"> • Family issues 		<ul style="list-style-type: none"> • Transferee, Spouse, Children and/or Extended Family • Lodgings and meals up to 2 days
Extended HHT <ul style="list-style-type: none"> • Finding accommodation 		<ul style="list-style-type: none"> • Transferee, Spouse, Children and/or Extended Family • Lodgings and meals up to 2 days
Rental Car – at location or to get to new location.	<ul style="list-style-type: none"> • Sub-compact • 6 days considering ground transportation available locally 	<ul style="list-style-type: none"> • Upgraded cars • Over 6 days
Telephone Calls	<ul style="list-style-type: none"> • Local 	<ul style="list-style-type: none"> • Long Distance
Child Care	<ul style="list-style-type: none"> • Actual expenses within limitations 	<ul style="list-style-type: none"> • Expenses incurred above Core funding
Boarding of Pets		<ul style="list-style-type: none"> • Actual expenses

Authorization/ Duty Status	3.5 Before proceeding on an HHT, prior approval must be received from the Commanding Officer (RCMP/DND), to proceed on duty travel. Public Service personnel are subject to the receiving manager's approval.
Travel Time	3.6 Total travel time shall not exceed two days, except when distances and/or connections are such that the total return journey cannot be accomplished in that period. In such exceptional cases, additional travel will impact on the funding within the Customized envelope and will be considered and authorized by the Departmental Co-ordinator.
Duration of HHT	3.7 A transferee or spouse, or both, may be authorized a HHT of up to 5 days (5 nights) duration at the new location. The total duration of the HHT shall not normally exceed 7 days (6 nights) total, including travel time.
Extended HHT	<p>3.8 Transferees may use funds from the Customized Component to extend the duration of their HHT by up to 4 days as follows:</p> <ul style="list-style-type: none"> • <u>Family Issues</u> – a maximum of 2 days for locating day care, school, and/or making specialized medical arrangements; and/or; • <u>Finding Accommodation</u> – a maximum of 2 days to find suitable accommodation other than principal residence such as elder care facilities.
Additional Travelling Expenses for Children	3.9 Transferees who wish to have their children accompany them on a HHT may do so by utilizing funds from the Customized Component subject to the availability of funds.
Travel Status	3.10 Reimbursement of allowable HHT expenses for transportation, lodgings, meals and incidental expenses (only one incidental expense paid per couple) shall be paid as if the transferee or spouse, or both, were in travel status.
Lodgings	<p>3.11 Transferees shall be reimbursed actual and reasonable lodging expenses within the prescribed rates as follows:</p> <p>3.12 <u>CORE</u></p> <ul style="list-style-type: none"> • Transferee and/or Spouse – a maximum of 5 nights + 1 night for travel <p>3.13 <u>CUSTOMIZED</u></p> <ul style="list-style-type: none"> • Transferee and/or Spouse – up to an additional 4 nights • Children and extended family – up to a maximum of 11 nights

Meals and Incidentals

3.14 Transferees shall be paid the daily meal allowance reflective of the current Travel Directive rates per person per day plus only one incidental allowance per family unit per day as follows:

3.15 CORE

- Transferee and/or Spouse – a maximum of 5 days + 2 days maximum for travel, if required.

3.16 CUSTOMIZED

- Transferee and/or spouse – up to an additional 4 days maximum.
- Children and extended family – up to 11 days maximum.

Transportation

3.17 Transferees shall be provided with the most practical and economical return transportation from the old place of duty to the new location for each authorized person as follows:

3.18 CORE

- Commercial Transportation – Transferee and spouse
- Private Motor Vehicle – Only for distances less than 650 km one-way High kilometric rate (Dept. of Finance rates) if less costly than commercial transportation or car rental.

3.19 CUSTOMIZED

- Commercial Transportation – Children and Extended Family

3.20 Transferees who are flying and arrange their itinerary such that they are able to stay over a Saturday night save the department in reduced airfare costs. This is based upon *return full fare economy airfare*, based on point of origin to final destination, direct/non-stop (except when the carrier forces a connection/stopover) (policy centre driven rates). Transferees in these cases may receive \$250 into their Customized-funding envelope. Transferees who utilize service flights/charters will qualify for the \$250 incentive.

or

3.21 Transferees who opt to drive (650 km or less one-way) and have completed the HHT in less than the normal length HHT of 5 days, may transfer 100% of all lodging, meals, and incidental savings for unused days (capped at \$250) to the Customized-funding envelope. For calculation purposes a normal length HHT consists of the following:

- 5 days meals (HHT) + 2 days meals (travel)
- 5 nights lodgings (HHT) + 1 night lodgings (travel)
- Accommodation, meals, incidentals based on the number of allocated travel days as per the applicable Travel Directive;
- The Department of Finance of Canada higher kilometric rate not to exceed the cost of a single (1) one-way full fare economy ticket.
- Daily incidentals are limited to only one person per family unit.

3.22 Short-distance moves: Commuting at the end of a regular work day/shift: there is a limitation (by regulations) on the number of kilometres an employee is allowed to drive after working a regular workday/shift.

3.23 Incentive not applicable to transferees moving into Crown housing facilities; CF and RCMP members are expected to take advantage of “service flights/charters” when appropriate.

**Car Rental
and Local
Transportation**

3.24 Transferees will be reimbursed actual and reasonable expenses as follows:

3.25 CORE

The cost of a rental car (sub-compact sized) including gas, collision damage waiver insurance (secured at no cost with use of Individual Travel Card (ITC)), toll charges and parking for 6 days or public transportation costs not to exceed the cost of car rental.

3.26 CUSTOMIZED

Any car rental and associated costs in excess of those provided under Core will be refunded from the Customized envelope subject to availability of funds.

Telephone Calls 3.27 Transferees will be reimbursed actual and reasonable telephone calls as follows upon presentation of receipts:

3.28 CORE

- Local telephone call expenses incurred by members during the course of house hunting (i.e., to real estate agents, rental agencies, etc.).

3.29 CUSTOMIZED

- Long-distance telephone calls home.
-

Child Care

3.30 Single parents or transferees accompanied by their spouse who have left dependant children under 16 years of age at home (or over 16 years of age provided the child is incapable of caring for themselves due to a physical or mental disability), may be assisted with child care costs. Transferees may be paid or reimbursed for any child care costs additional to any existing child care arrangements as follows, based on a maximum per night whether applicable to one child or more:

3.31 CORE

- An allowance of \$10/night for a friend or relative not normally residing with the family (receipts not required); or
- \$15/night for nannies or housekeepers who normally reside with the family (receipts required); or
- Up to \$30/night for individuals who provide child care as a regular source of income and who do not reside with the family (receipts required); or
- Up to \$55/night for a bonded sitter provided by a company in the business of providing child-care services (receipts required).

3.32 CUSTOMIZED

- The transferee can cover additional expenses from the Customized Component subject to availability of funds.
-

**Boarding of
Pets**

3.33 A transferee may be entitled to reimbursement of actual expenses from the Customized Component incurred for the boarding of pets while on the HHT.

**More than One
HHT**

3.34 A transferee may take more than one HHT but any costs in excess of the Core 5 day HHT must be funded from the Customized Component envelope.

**Crown Owned
Residence**

3.35 When a transferee is required to occupy an "Official" Crown-owned or leased accommodation associated to special functions, **no HHT shall be authorized.**

**Previously
Owned
Residence**

3.36 Transferees who plan to re-occupy a currently owned residence at the previous place of employment, are not entitled to a HHT. However, an entitlement exists under the Core Component for a Home Inspection Trip for either the transferee or spouse. HHT/Home Inspection travel must be approved by the CO who has the authority to approve additional travel days for those areas that may require longer travel time. The Departmental Co-ordinator/Commanding Officer must provide approval prior to a member departing on HHT/Home Inspection.

NOTE: Transferees who take a HHT and subsequently re-occupy their previously owned residence will be required to reimburse all HHT expenses, less what would have been incurred had they taken a Home Inspection Trip, and any amounts transferred to the Customized portion. For those employees who are returning to former residences: the actual inspection of a former residence will remain up to two (2) days under the Core envelope.

**HHT After
Departure/
COS date**

3.37 Where no HHT was utilized in advance of the Change of Strength (COS) date (DND)/departure date, the transferee may be reimbursed reasonable house hunting expenses while occupying Interim Lodgings at the new place of duty. Same conditions and benefits apply as previously explained.

**Unsuccessful
HHT**

3.38 The purpose of a HHT is to secure accommodation and to limit the amount of Interim Lodging, Meal and incidentals (ILMandI) expense. As such, transferees who had an unsuccessful HHT will be limited in the amount of ILMandI they may receive. Funding for an additional HHT is to be provided from the Customized Component.

NOTE: In the above cases, ILM&I will be limited by the number of days in which living expenses were paid during the Basic HHT.

3.39 Canadian Forces (CF) transferees have two options:

- Proceed to their new place of duty on a restricted or on an imposed restricted basis thereby leaving their family at the old place of duty;
 - or**
 - Request that the restriction be lifted thereby allowing the transferee to proceed with his/her family to the new place of duty.
-

Policy

4.1 It is the policy of the Government to reimburse transferees for Interim Lodgings, Meals and Incidental (ILM&I) expenses while effects are packed or unpacked and during periods in which they are necessarily separated from their household goods. The reimbursable period of interim accommodation ceases on the day the transferee’s furniture and effects arrive at the principal residence at the new place of duty.

Funding Overview

4.2 The benefits outlined in this section are funded from both the Core Component and Customized components as follows:

Benefit	Core Funding	Customized Funding
Lodgings, Meals, and Incidentals for each authorized day	<ul style="list-style-type: none"> • Transferee, Spouse and Children 	<ul style="list-style-type: none"> • Extended Family

Responsibility

4.3 It is incumbent upon the transferee and the Relocation Consultant to maximize as much as possible, the incidence of door-to-door moves. Responsibility for ensuring the effective use of ILM&I is three fold involving the:

- **Transferee;**
- **Relocation Consultant; and**
- **Commanding Officer/manager.**

Transferee’s Responsibility

4.4 Transferees have to ensure that the move of their Dependants’ Furniture and Effects (DFandE) are coordinated as closely as possible with their Change of Strength (COS)/departure date, the disposal of their old residence (either rented or owned) and the occupancy of their new residence.

4.5 Transferees are expected to seek out and occupy self-contained accommodation as soon as possible on arrival at the new place of duty and vacate the higher priced hotel/motel type accommodation. **Luxury accommodation shall not be used.**

Relocation Consultant Responsibility

4.6 Relocation Consultants of both the departing and arriving locations have to provide all relevant and available information to assist in the coordination of the transferee’s move. In particular, Relocation Consultants must be actively involved in the proper planning of House Hunting Trips (HHT) to maximize the opportunities of success and to minimize the time spent in interim accommodation.

**Manager
Responsibility**

4.7 Managers have a responsibility to be as flexible as possible in the adjustment of reporting dates to enable the transferee to coordinate these events effectively and in the most cost-effective manner.

**Principle for
Reimbursement**

4.8 Approval to occupy interim accommodation is not automatic nor is it an entitlement. If the responsibility centre manager is satisfied that a transferee is unable to move into the new home for reasons beyond his/her control (such as furniture and effects have not arrived or accommodation is not available), and assistance is required, the manager shall inform the Departmental National Co-ordinator who will authorize the reimbursement for interim accommodation.

4.9 The principle for the reimbursement of ILM&I expenses is that expenses will normally be reimbursed only for the period the transferee remains necessarily separated from their household goods and effects.

4.10 Where transferees must remain in interim lodgings as a result of delays in the delivery of their household goods and effects caused by the department or its contracted agents, actual and reasonable expenses will be reimbursed within prescribed limits. Normally these expenses should not exceed the applicable rate for hotels listed in the Hotel Directory for Government Employees or when private non-commercial accommodation is occupied (for example \$13.50/night/employee and first dependent plus \$1 for each additional dependent).

**Door-to-Door
Moves**

4.11 When the shipment of Household Goods and Effects and the arrival of the transferee and dependants is properly coordinated with the availability of accommodation, the need for interim accommodation and meals should be limited as per the table that follows.

Benefit

4.12 Transferees will be reimbursed actual and reasonable expenses within the prescribed rates or provided with an allowance or both as follows:

Pack, Load and Clean	Awaiting Household Goods and Effects	Unload and Unpack
<ul style="list-style-type: none"> • Lodgings – 3 nights • Meals – 3 days 	<ul style="list-style-type: none"> ❖ Lodgings: Up to 21 nights <i>less</i> any pack/load and unload/ unpack days paid; ❖ Meals – Up to 21 days <i>less</i> any pack/load and unload/unload days paid <p>Note: In exceptional cases, 14 additional days (lodgings and meals) can be authorized by the Departmental National Co-ordinator- via the Relocation Counsellor.</p>	<ul style="list-style-type: none"> • Lodgings – 2 nights • Meals – 2 days

When Authorized to Move

4.13 The movement of a transferee’s Household Goods and Effects to the new location will not normally be authorized until the transferee has found suitable permanent accommodation.

Requests of Authority to Move

4.14 A transferee who has not secured permanent accommodation at the new location prior to the departure/COS date may request authority to move dependants’ Furniture and Effects. However, transferees must sign a Statement of Understanding acknowledging that they do so at their own request and that the limit of Interim Lodging, Meals and Incidental expenses will not be exceeded for any reason related to the search for accommodation, beyond the normal limits as previously outlined in the preceding table.

Preparation and Delivery of Household Goods

4.15 Interim Lodgings, Meals and Incidental expenses are normally paid for the periods indicated in the previous table at the commencement and at the end of the move. These living expenses are intended to cover those expenses incurred while a transferee’s household goods and effects are packed or unpacked and loaded or unloaded.

Additional Days/Pack

4.16 In exceptional cases, 1 or 2 days of additional ILM&I may be authorized from the Customized Component at the beginning of the move for such things as cleaning or inspection of the accommodation being vacated, but in all cases the total ILM&I should not exceed 21 days under Core Component.

**Awaiting
Occupancy**

4.17 When interim accommodation is the result of a decision to await occupancy of a certain type of permanent accommodation even though there is other accommodation available, reimbursement of ILM&I expenses will not be authorized beyond that which has been specified in the previous table.

**Exceptional
Circumstances**

4.18 Transferees are initially entitled to 21 days of meal expenses. As stated previously, under exceptional circumstances, the Departmental National Co-ordinator may extend that for an additional 14 days.

4.19 For the RCMP and other Departments: the Departmental National Co-ordinator (via the Relocation Consultant) must approve this.

4.20 For DND: The Director Compensation and Benefits Administration (DCBA) via the Relocation Consultant must approve this.

NOTE: Awaiting the occupancy of Government Married Quarters (unless designated) or private accommodation whether rented or owned (resale or under construction), is a personal decision. ILM&I will not be reimbursed beyond 21 days.

**Meals in Excess
of 21 Days**

4.21 In exceptional circumstances, transferees may be reimbursed additional meal expenses at the prescribed rates for any days in excess of 21 days when:

- There is no suitable accommodation with cooking facilities adequate for the preparation of normal meals located within 16 km (one-way) of the members place of work; or
 - Although commercial accommodation with adequate cooking facilities exists within 16 km of the members place of work it is confirmed by the Relocation Consultants that the member was unable to secure/reserve such accommodation on or before the 22nd day of interim accommodation.
-

**Lodgings in
Excess of
21 Days**

4.22 In exceptional circumstances, transferees may be reimbursed additional lodging expenses within the prescribed limits for any days in excess of 21 days when:

- The transferee remains necessarily separated from their household goods and effects for reasons beyond their control; or
- Permanent accommodation has not been obtained/occupied and suitable alternate accommodation is not available.

NOTE: Awaiting the occupancy of government Married Quarters (unless designated) or private accommodation whether rented or owned (resale or under construction) is a personal decision. ILM&I will not be reimbursed beyond 21 days.

Exceptions

4.23 A transferee moving from one location to another when government rations and quarters are available may be authorized to occupy commercial interim accommodation. Authority to occupy commercial interim accommodation may be authorized if:

- At the beginning of the journey, the transferee is moving from private accommodation. However, interim accommodation expenses shall only be reimbursed for the period that the transferee's household goods are being prepared for shipment and he/she must occupy government rations and quarters if available at the new location.

4.24 For DND, the Director Compensation and Benefits Administration (DCBA) must approve this through the Relocation Consultant.

4.25 For the RCMP and the rest of the Public Service, the Departmental National Co-ordinator via the Relocation Consultant must approve this.

Transferees with Dependents who Proceed Alone

4.26 Transferees with dependants, proceeding alone to the new place of duty, are authorized to be reimbursed for interim accommodation expenses within the rates prescribed to a maximum of 7 days in order to secure semi-permanent accommodation.

Exception Transferee Proceeding Alone

4.27 In exceptional circumstances, transferees proceeding alone, may be reimbursed interim accommodation expenses in excess of 7 days to a maximum of 21 days to secure semi-permanent accommodation.

4.28 This will only be granted in extremely rare cases where an unaccompanied transferee would not be able to secure semi-permanent accommodation (with cooking facilities) within 21 days.

4.29 For the RCMP and the Public service, the Departmental National Co-ordinator, through the Relocation Consultant must approve this.

4.30 For DND, the Director Compensation and Benefits Administration (DCBA) through the Relocation Consultant must approve this.

Policy

5.1 It is the policy of the department to provide transferees with transportation, lodgings, meals and incidentals when travelling on posting from one place of duty to another place of duty within Canada. When travelling to the new location, transferees are on travel status. Costs resulting from an authorized stop-over for the transaction of official government business (en route) or delays encountered as a result of illness are reimbursable by the department.

Funding Overview

5.2 The benefits outlined in this section are funded from both the Core Component and Customized components as follows:

Benefit	Core Funding	Customized Funding
Transportation	<ul style="list-style-type: none"> • Transferee, Spouse and Children 	<ul style="list-style-type: none"> • Extended Family
Lodgings, meals, and incidentals for the authorized travel time	<ul style="list-style-type: none"> • Transferee, Spouse and Children 	<ul style="list-style-type: none"> • Extended Family

Transferable Savings from Core to Customized

5.3 Transferees travelling to the new location are paid a meal and incidental allowance and are reimbursed for actual and reasonable lodging expenses as per the Government Travel Directive prescribed rates.

5.4 As such, no savings are eligible for transfer from the Core to the Customized component.

Travel Time

5.5 It is expected that trips of 650 km or less will be completed in one calendar day. For trips of more than 650 km, it is expected that an average of 500 km per calendar day will be traveled.

5.6 The following table is an example of normally allowable travel time for varying distances:

Km	0-650	651-1150	1151-1650	1651-2150	2151-2650	2651-3150	3151-3650	3651-4150
Days	1	2	3	4	5	6	7	8

Km	4151-4650	4651-5150	5151-5650	5651-6150	6151-6650	6651-7150	7151-7650	7651-8150
Days	9	10	11	12	13	14	15	16

Lodgings

5.7 Transferees will be reimbursed actual and reasonable lodging expenses within the prescribed rates (per the applicable travel policies) or provided with an allowance for each authorized night as follows:

CORE

5.8 Commercial

Transferees will be reimbursed actual costs of lodgings within the prescribed rates as listed in the white pages of the Government Hotel Directory. Where no hotels for the location are listed in the white pages, the highest rate listed for the closest location shall be used. Luxury accommodation (green page listings) or lodgings of a clearly higher standard than provided by the white page listed Hotels shall not be used.

5.9 Non Commercial/Private

When non-commercial/private lodgings are used, one private accommodation allowance (\$13.50) shall be paid to the transferee and the first dependant. For each additional dependant, transferees shall be paid \$1 per dependant per night.

5.10 Combined Commercial/Non Commercial:

Where a family occupies both commercial and non-commercial/private lodgings, reimbursement is limited to commercial lodgings as described above. In addition, transferees will be paid \$1 per dependant per night they occupy non-commercial/private lodgings.

CUSTOMIZED

5.11 All lodging expenses for extended family travel shall be funded from the Customized Component envelope.

Hotel/Motel Occupancy Principles

5.12 The number of rooms that a transferee may be entitled to while proceeding to the new location is based on family size. The following table outlines the room entitlement by family size:

Family Size	Room Entitlement
1	<ul style="list-style-type: none"> • 1 room
2	<ul style="list-style-type: none"> • 1 room, or; • 2 rooms (when one dependant who is not the spouse and who is over 18 and of the opposite sex)
3	<ul style="list-style-type: none"> • 1 room • 2 rooms (one child is over 12)
4	<ul style="list-style-type: none"> • 2 rooms
5	<ul style="list-style-type: none"> • 2 rooms
6	<ul style="list-style-type: none"> • 2 rooms (one child is under 12) or; • 3 rooms (all children are over 12)
7	<ul style="list-style-type: none"> • 3 rooms
8	<ul style="list-style-type: none"> • 3 rooms
9	<ul style="list-style-type: none"> • 3 rooms (one child under 12) or; • 4 rooms (all children over 12)
10	<ul style="list-style-type: none"> • 4 rooms

Meals and Incidentals

CORE

5.13 For each day the transferee is en route, meals will be paid, in accordance with the applicable travel policies, to the transferee and each dependant 12 years of age and over. **Incidental payable to one person only per family unit.**

5.14 Dependants under 12 years of age shall receive one half of that allowance, except when such expenses are incurred at an isolated post; then actual and reasonable expenses may be paid.

5.15 The incidental allowance is based on the type of lodgings occupied.

CUSTOMIZED

5.16 All meal and incidental allowances for extended family travel shall be funded from the Customized Component envelope.

Kilometric Allowance

5.17 The transferee is encouraged to travel to the new place of duty by personal motor vehicle (PMV) when the relocation distance is less than 1150 km. Those transferees travelling to the new location by PMV, when the distance is 1150 km or less, will be paid the high rate kilometric allowance established by the Department of Finance.

5.18 If the distance is over 1150 km and the transferee chooses to drive with the prior approval of management, the high rate kilometric allowance established by the Department of Finance of Canada will apply.

5.19 However, the total amount payable for travel to the new location must not exceed the cost of a single (1) one-way full fare economy ticket for most commonly used means of commercial transportation to destination (as per policy centre driven rates). This is applicable to both the single transferee and the transferee who is travelling with dependents. However, reimbursement should not be less than 1150 km at the higher rate as a minimum.

5.20 If the transferee tows his/her trailer, camper, boat, etc. by the PMV, he/she will be reimbursed half the current lower Department of Finance kilometric rate.

5.21

0 – 1150 km	1151 km and more
<ul style="list-style-type: none"> • higher kilometric rate as per distance travelled 	<ul style="list-style-type: none"> • higher kilometric rate as per distance travelled • not to exceed one-way full fare economy ticket for most commonly used means of commercial transportation to destination • reimbursement should not be less than 1150 km at higher rate.
PMV travel trailer, camper boat, etc. at half the applicable lower rate.	

Ferry and Toll Charges

5.22 The transferee will be reimbursed actual and reasonable expenses for road, ferry, bridge, tunnel tolls and parking charges.

**Selecting the
Mode of
Transportation**

5.23 It remains the responsibility of the department to determine the most appropriate means of transportation for which reimbursements apply.

NOTE: Travel by commercial carrier, if authorized, shall be subject to the transportation and travel standards as outlined in the Travel Directive. Permanently disabled transferees may have special costs related to transportation and accommodation during relocation. Reasonable and necessary costs actually incurred will be reimbursed.

5.24 The method of travel must be finalized in consultation with the Departmental National Co-ordinator. The following factors should be taken into account:

- the family circumstances at the time of the move;
 - the transferee's reporting date at the new place of duty; and
 - the existence of an acceptable road network between the old and the new places of duty, and the weather conditions that prevail at that time.
-

Policy

6.1 It is the policy of the Department to assist transferees in the disposal and acquisition of a principal residence, whether rented or owned.

Funding Overview

6.2 The benefits outlined in this section are funded from both the Core and Customized components as follows:

Benefit	Core Funding	Customized Funding
Rent or Lease Liability	<ul style="list-style-type: none"> Up to 3 months rent More than 3 months (if required by law) 	
Professional Cleaning of Former/New Residence	<ul style="list-style-type: none"> Up to \$100 (taxes included) 	<ul style="list-style-type: none"> Additional expenses over \$100
Rent in Advance of Move	<ul style="list-style-type: none"> 1 month's rent 	<ul style="list-style-type: none"> Additional months
Rental Agency Finding Fees	<ul style="list-style-type: none"> Actual expenses at pre-negotiated corporate rates 	

NOTE: A rental incentive is offered to transferees (Customized Component) when they elect to rent at the new location, \$2500 own to rent, \$1,000 rent to rent.

Member / Employee Responsibility

6.3 Transferees are responsible to try and obtain a lease with terms that are reasonable and flexible so as to minimize any potential cost to the Crown. To this end, he/she should:

- Advise prospective landlords that the employer policy will not normally reimburse transferees for more than one month's rent to hold accommodation, or three months' rent to terminate a lease.
- Negotiate a lease for a maximum of one or two years.
- Include a provision allowing for termination of the lease on one month's notice, or, upon payment of one months rent if notice cannot be given.

6.4 Avoid any clause, which restricts the transferee's entitlement to sublet the accommodation at the transferee's, and not the landlord's, discretion.

**Rental
Incentive**

6.5 Transferees moving into rental accommodation at the new location can qualify for a rental incentive transferred into their Customized Component envelope. The amount that a transferee may receive is as follows:

- Home owners moving into rental accommodation - \$2,500
- Renters moving into rental accommodation - \$1,000

6.6 Incentive is in lieu of the Crown having to pay real estate fees, legal fees, etc., associated with the acquisition and subsequent disposal of a home.

**Rent or
Lease
Liability**

6.7 Transferees who incur rent or lease liability in order to dispose of his/her rented accommodation will be reimbursed an amount up to the equivalent of three months rent as indicated in the previous table.

6.8 The contracted Relocation Consultant will review the current lease and provide guidance to the transferee on ways and means of disposing of the rental property. The counseling will include but not be limited to Guidance on the most cost-effective manner of terminating the lease and ensuring the least possible penalties. In exceptional circumstances and only when required by law, will there be a reimbursement amount exceeding three months rent.

**Professional
Cleaning of
Former
Residence**

6.9 The transferee will be reimbursed actual and reasonable expenses up to a maximum of \$100 (taxes included) under the Core Component for the cost of professional cleaning of the former residence after the household effects have been loaded, or at the new residence before or after the unloading of furniture.

NOTE: Receipt/proof of payment is required.

**Rent in
Advance of
Move**

6.10 Transferees will be reimbursed an amount equivalent of one month's rent that they are required to pay to hold accommodation at the new location. The first month's rent to hold accommodation shall be funded through the Core Component. If this period is less than one month, the reimbursement shall be pro-rated on a daily basis. Requirement for rent to hold accommodation in excess of one month may be funded through the Customized Component.

**Rental
Agency
Finding
Fees**

6.11 Transferee will be reimbursed under the Core Component, actual and reasonable expenses for rental finding services provided by professional rental firms at the pre-negotiated corporate rates.

6.12 Transferees posted to locations where established rates and services have not been negotiated shall be reimbursed for rental finding services up to an amount equivalent to the pre-negotiated IRP rates.

Policy

7.1 It is the policy of the Department to enhance the transferee's mobility by assisting in the disposal of a principal residence at the former place of duty.

Funding Overview

7.2 The benefits outlined in this section are funded from both the Core and Customized components with third party value-added assistance as follows:

Benefit	Core Funding	Customized Funding
Real estate commission	<ul style="list-style-type: none"> Established rates 	
Legal Fees and Disbursements as per IRP contract	<ul style="list-style-type: none"> Established rates 	
Appraisal Fees	<ul style="list-style-type: none"> Two professional appraisals - IRP 	
Mortgage Breaking Penalties	<ul style="list-style-type: none"> Transferee chooses to buy/cannot buy Up to 3 months interest or \$5,000; whichever is less. 	<ul style="list-style-type: none"> Transferee buys when porting mortgage was an option
Attending Fees Power of Attorney	<ul style="list-style-type: none"> When viable alternative to attending at closing of purchase 	
Temporary Dual Residence Assistance (TDRA)	<ul style="list-style-type: none"> Short notice posting 3 months maximum Up to \$600/month 	<ul style="list-style-type: none"> Long notice posting Any period of time Additional expenses
Structural Inspection	<ul style="list-style-type: none"> As described below 	
Home Equity Assistance (DND/RCMP)	<ul style="list-style-type: none"> 80% of loss Up to \$15,000 	<ul style="list-style-type: none"> Any remaining loss – depends on the availability of funds and Revenue Canada's limitation
EX/GIC	<ul style="list-style-type: none"> EX/GIC as per section 14 	
Professional Cleaning of Former/New Residence	<ul style="list-style-type: none"> Up to \$100 (tax included) 	<ul style="list-style-type: none"> Additional expenses over \$100
Capital Improvements		<ul style="list-style-type: none"> As described below
Marketing Incentives		<ul style="list-style-type: none"> As recognized by Revenue Canada

Time Limit on Sale

7.3 Transferees may claim the benefits under Core in this policy provided that the residence is sold not more than two year after:

- The change of strength (COS/departure) date; or
- The date that the household good and effects authorized to move to the new location (i.e., restriction is lifted), whichever is later.

7.4 It is expected of the Contractor (Royal LePage Relocation Services) the Customized Component file be closed within the 12 month time period from initial reference date.

Occupancy Requirements

7.5 There is no entitlement under this policy for the reimbursement of expenses associated with the sale of the property unless the transferee, his/her dependants or both, immediately prior to official notification of the posting, occupied the residence as the principal residence (as defined by Revenue Canada).

Lot Size

7.6 The reimbursement of expenses in this policy is limited to a lot size of not in excess of 1.235 acres (1/2 hectare) unless otherwise required by zoning law, ultimately not to exceed 4 acres (2.47 hectares). If additional land or acreage is sold as a parcel with a principal residence, the transferee will only be reimbursed for that portion of the cost which result from the sale of the residence together with the lot size limitations as indicated above.

Real Estate Commission

7.7 Transferees will be reimbursed real estate commissions (as per the open-broker policy of the IRP contract) under the Core Component not exceeding the pre-negotiated Corporate rates.

Legal Fees

7.8 Transferees will be reimbursed associated legal fees and disbursements, including applicable taxes, necessarily incurred to complete the sale of the property. They will be reimbursed other expenses of a legal nature necessarily incurred to provide clear title to a property including:

- Land survey costs if the transferee's lawyer or notary certifies that:
 - The last survey was completed more than five years prior to the sale and a new one is required by law to close the deal; or that
 - There have been observable changes to the lot since the last survey; or
 - By law the vendor is required to provide a survey.
 - Charges levied by the lender for the disposal of a first or second mortgage on the property, **but not both.**
-

Appraisal Fees

7.9 Transferees will receive as part of the Core Component, two professional appraisals not exceeding the pre-negotiated rates. The purpose is to further assist in establishing market value to facilitate disposal. Appraisals shall not be based on a 90 day marketing period but rather, shall reflect the typical turnover period for properties of the type being appraised in a given sector or community.

Mortgage Breaking Penalties

7.10 Transferees should be aware that terminating a mortgage is not always necessary when selling a home. The primary focus is to ensure the portability of mortgages wherever possible.

CORE:

7.11 The transferee who must terminate his/her first mortgage will be reimbursed a mortgage early repayment penalty to an amount not exceeding 3 months interest or \$5,000, whichever is lesser.

7.12 Those transferees who choose not to buy at the new location or are unable to buy because of a requirement to occupy Crown housing may be reimbursed expenses under the Core component.

CUSTOMIZED:

7.13 The transferees who purchase at the new location and terminated their mortgage at the old place of duty when portability was an option, may still be reimbursed to the limits as stated above, however, reimbursement shall be funded from the Customized component.

**Attending Fees
or Power of
Attorney**

7.14 In a door-to-door move, it is expected that the transferee/spouse will be present at the closing of his or her purchase transaction. As such, fees for the preparation of a Power of Attorney are not normally reimbursable. However, such fees may be reimbursed if the manager personally certifies that the transferee was prevented from being present for operational reasons.

NOTE: All efforts should be made to courier documents /material between legal firms as a last resort, the transferee should return to finalize the sale.

**Temporary Dual
Residence
Assistance
(TDRA)**

7.15 The IRP program is designed to encourage and facilitate door-to-door moves thereby eliminating the need for TDRA through improved move management. A period of up to 90 days is considered a reasonable period to achieve a door-to-door move. However exceptional situations will occur.

7.16 TDRA is meant to offset costs associated with dual residency for expenses such as :

- Taxes on unsold residence
- Utilities
- Rental of mobile home pad
- Additional insurance, etc.

7.17 Where a transferee is required to report to work in the new work place earlier than anticipated, based on the recommendation of the Relocation Consultant and the approval of the Departmental National Co-ordinator, in such exceptional circumstances, it will be possible to reimburse under the Core Component as per:

CORE:

7.18 Those transferees who are given a short notice posting (i.e., notice of less than 90 days) requiring them to report to the new worksite before 90 days because of operational requirements, are eligible to receive TDRA for a period of up to 90 days by using funds from the Core component, up to an amount not exceeding \$600/month!

7.19 Any additional months must be funded from the Customized Component.

CUSTOMIZED:

7.20 Those transferees who are given sufficient time to effect a sale (i.e., more than three months notice) are also eligible to receive TDRA, however, the total period claimed shall be funded from the Customized component.

Commuting Assistance

7.21 When the old and the new location are in close proximity but more than 40 km as per Revenue Canada requirement, the transferee may travel back and forth every day and claim the higher/Finance Canada kilometric rate. For example, transferred from Ottawa to Cornwall. The transportation costs incurred in these multiple trips are thus offset because the transferee is not paying for accommodation. This authority rests with the departmental co-ordinator. Reimbursement is subject to same provisions and conditions as TDRA not to exceed \$600/month.

Structural Inspection

7.22 Transferees may be reimbursed expenses (from the Customized envelope), for a structural inspection if, on the advice of a third party relocation service, it is necessary to realize a sale of the property.

7.23 Both the level of service and fees should comply with the IRP requirements. The IRP Relocation consultant should be consulted.

Return Trip to Finalize Sale

7.24 Transferees who qualify for TDRA and who subsequently sell their former residences may be authorized to return unaccompanied to their previous place of duty on annual leave to finalize the sale by the most economical means. They may be reimbursed for up to two days travelling and transportation expenses for this return journey.

7.25 All efforts should be made to courier documents/material between legal firms, as a last resort, the transferee should return to finalize the sale.

Loss on Sale

7.26 Any loss incurred may be reimbursed from the Customized Component as per what is allowable by Revenue Canada.

Home Equity Assistance (special authorities)

7.27 Members of the Canadian Forces and the RCMP who sell their home at a loss may be reimbursed the difference between the original purchase price at time of initial posting and its sale price. The reimbursement of such losses is jointly funded from the Core and Customized components as follows:

Core --

- Members shall be reimbursed 80% of all qualifying losses up to a maximum of \$15,000; and

Customized

- Members may claim any amount in excess of \$15,000 and/or the remaining 20% by using any available funds from the Customized component.

7.28 EX/GIC employees will have the provisions of section 14 apply to them.

7.29 Tax Implications: Revenue Canada has deemed that 50% of any amount paid to an employee in excess of \$15,000 is a taxable benefit.

Professional Cleaning of Residence

7.30 Transferees will be reimbursed actual and reasonable expenses under the Core Component for the cost of professional cleaning of the former residence, after the household effects have been loaded, or the new residence, up to a maximum of \$100 (taxes included). Proof of payment for the service will be required.

Capital Improvements

7.31 Reimbursement of capital improvements such as a garage, landscaping, finish basement, addition of a bedroom/living space, deck as defined by the Income Tax Act is to be funded from the Customized Component.

Income Property

7.32 Transferees who sell an income-producing property such as

- a duplex,
- triplex,
- multiple unit building,
- small store or confectionery

that is also their residence, shall only claim expenses for that part of the building which they use as their principal residence.

Private Sale

7.33 Those transferees who sell their principal residence privately, in lieu of real estate fees, **may** be reimbursed for the actual and reasonable costs of appraisal, advertising, "For Sale" signs, and similar expenses related to the sale. The sum of such expenses must not exceed the commission that would have been paid had the residence been sold by a licensed real estate agent at IRP corporate rates. Receipts are required.

Co-Ownership

7.34 Where the dwelling is co-owned by a person(s) who is not a spouse or dependant of the transferee, only that portion of the expenses directly proportional to the transferee's legal share of the property will be reimbursed. The transferee must disclose the percentage of ownership when completing necessary IRP participation agreement with the Contractor.

Marketing Incentives

7.35 Transferees may be reimbursed for marketing incentive expenses (as recognized by Revenue Canada) for such as

- decoration bonuses
- mortgage interest buy down, etc.,

if, on the advice of the Contracted IRP Relocation Consultant they are necessary to realize the sale of the property.

Reimbursement from the Customized envelope subject to funding availability!

Transferable Savings to Customized Component

7.36 Transferees can increase the value of their Customized Component by satisfying one of two conditions. This is to recognize the additional savings that can accrue to the Crown as a result of satisfying the criteria described below.

7.37 Sell Home Transferees who sell their home within 150 days from the date of verbal confirmation of appraised value, may transfer 1% of the real estate value up to a maximum of \$1,500 to their Customized Envelope.

NOTE: Offers accepted below the appraised value will be eligible for the transferable credit. However, those selling for less than 95% of the appraised value will require pre-departmental approval to qualify. This is to prevent situations of unduly reduced sale prices where other equity provisions may be reimbursed by the Crown. All such cases are to be submitted by the contractor, directly to the Departmental National Co-ordinator/DCBA for approval.

7.38 Do Not Sell Home If the transferee decides not to sell the home at the former place of residence, he/she qualifies for property management assistance. This value is based on 80% of the real estate commission otherwise payable (taxes excluded) at Corporate rates calculated on the average of appraised values as established with the Relocation Counsellor. This incentive, capped at \$12,000 is transferred to the Customized Component.

NOTE: Those taking this credit must sign a waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the property in question.

Policy

8.1 It is the policy of the Department to enhance a transferee’s mobility by assisting in the acquisition of a principal residence at the new location. It is not necessary (unless otherwise specified in this policy), for a transferee to have been a homeowner at the previous place of duty to be eligible for reimbursement of certain costs related to the purchase of a principal residence. The contracted Relocation Counsellor will advise and guide the transferee on all aspects or services relative to acquisition of a home.

Funding Overview

8.2 The benefits outlined in this section are funded from both the Core and Customized components as follows:

Benefit	Core Funding	Customized Funding
Legal Fees and Disbursements	<ul style="list-style-type: none"> Established IRP rates 	
Structural Inspection	<ul style="list-style-type: none"> One inspection Cost per IRP contract 	<ul style="list-style-type: none"> Additional inspections
Attending Fees and Power of Attorney	<ul style="list-style-type: none"> Actual and reasonable As described below 	
Mortgage Interest Differential	<ul style="list-style-type: none"> Up to \$5,000, up to the remaining term (5 year maximum) 	<ul style="list-style-type: none"> Additional expenses
Mortgage Default Insurance (CMHC)		<ul style="list-style-type: none"> Actual expenses
Interest on loan for deposit on home purchase	<ul style="list-style-type: none"> As described below 	
Bridging Loan		<ul style="list-style-type: none"> As described below
Interest free loan of \$25,000		<ul style="list-style-type: none"> As per counseling
Low interest to buy down mortgage		
Access to Mortgage Centre		<ul style="list-style-type: none"> As per counseling

Time Limit to Purchase

8.3 Transferees may claim the benefits in this policy provided that the replacement residence is purchased at the new location not more than one year after:

- The change of strength (COS/departure) date; or
- The date that the move of household goods and effects is authorized to the new location (i.e., restriction is lifted), whichever is later.

8.4 The Contractor (RLRS) shall close the Customized Component file within the 12 month time period from initial reference date.

Occupancy Requirements

8.5 There is no entitlement under this policy until the transferee or the dependants actually move into the new home. If the transferee or the dependants do not occupy the home, *no benefits are payable*.

Lots and Lot Size

8.6 The benefits in this policy apply equally to the purchase of a lot on which a principal residence will be situated.

8.7 The reimbursement of expenses in this policy is limited to a lot size of not more than 1.235 acres / ½ hectare or, where required by zoning laws, a lot size of not more than 4 acres / 2.47 hectares. Of note, if additional land or acreage is purchased (on either a new construction or re-sale home), the transferee will be reimbursed only for that portion of costs, which would have been reimbursed within the above limitations.

New Home Construction

8.8 A transferee who constructs a principal residence at the new place of duty will be reimbursed those expenses related to the purchase of the land and the construction of the home which would have been reimbursed if a home were purchased on the market. Taxes such as GST, PST etc., are not reimbursable.

Purchase after Move

8.9 Only one type of assistance is payable for acquiring accommodation at the new location whether rented or purchased. A transferee may be reimbursed Rent in Advance of a Move and the Rent Incentive *or* expenses incurred to purchase a home, but not both.

8.10 A transferee who has accepted the rent incentive at the time of the move, and decides after the fact to purchase at the new place of work, will not be entitled to a reimbursement of any disposal related costs such as legal fees, real estate fees, etc., upon subsequent departure from that work site.

8.11 Upon accepting the rental incentive, the transferee's "status" is frozen for a period of four (4) years (i.e. in as a renter, out as a renter). However, this limitation may be lifted where, within the four year period, the transferee is relocated at the request of the employer (imposed move; employer demand), and where the move meets other IRP related criteria such as the 40 km rule. Under these circumstances, an employee who initially accepted the rental incentive and subsequently purchased a home may be relocated as a homeowner although the subsequent relocation occurs within the four (4) year period.

Tour of Duty

8.12 The benefits outlined in this policy are not payable to transferees on a tour of duty or course of instruction of one year or less. If the transferee subsequently falls into a regular posting it will be treated as a normal posting for IRP relocation purposes. The federal government normally only reimburses real estate and legal fees for moves three years or more.

Non-Admissible Expenses

8.13 Payments on closing such as adjustments for utilities, municipal taxes, or any other costs not essential to the establishment of clear title are not reimbursable. The Goods and Services Tax (GST) on newly built homes is not reimbursable, as it replaces taxes that were formerly included in the purchase price (i.e., it is considered part of the purchase price). New home warranties are not reimbursable under Core.

Income Properties

8.14 Transferees who purchase an income-producing property (such as a duplex, triplex, multiple unit building, small store or confectionery) which is also the member's residence shall only claim expenses for that part of the building that they use as their principal residence.

Co-Ownership

8.15 Where the dwelling is co-owned by a person(s) who is not a spouse or dependant of the transferee, only that portion of the expenses directly proportional to the transferee's legal share of the property will be reimbursed.

The transferee must disclose the percentage of ownership when completing necessary IRP participation agreement with the Contractor.

Loss of Deposit

8.16 Transferees who lose a deposit when buying a home because they fail to fulfill the purchase agreement, for other than service reasons, are not entitled to reimbursement for the loss of that deposit.

Mobile Homes

8.17 Transferees who purchase a mobile home are entitled to the same benefits as outlined in the IRP policy and are subject to the same limitations that apply to any other type of residence.

Legal Fees

CORE:

8.18 Transferees will be reimbursed associated legal fees and disbursements, including applicable taxes, incurred to complete the purchase of his/her property. Transferees may be reimbursed for those other expenses of a legal nature necessarily incurred to obtain clear title to a property include:

- Sheriff's fees
- Land transfer tax/Droit de mutation
- Deed transfer charges
- Survey costs if required to confirm the description of the property
- Certificate of execution
- Attending fees
- Appraisal fees necessarily incurred at the request of the lender to obtain a first or second mortgage-only if the appraisals done under Core are not acceptable by the lender.

Structural Inspection

8.19 A transferee will be reimbursed from Core, (up to the maximum of the limit as stipulated in the Request for Proposal) charged by a qualified structural inspector for one structural inspection prior to the purchase of a new home that is not covered under warranty at the time of possession.

8.20 Follow-up inspections upon recommendations of the building inspector and the third party supplier are also reimbursable for such things as termite inspection, inspection of the well, water portability septic system, etc.

8.21 Proof of payment must be provided.

Attending Fees and Power of Attorney

8.22 The transferee or spouse should be present at the closing of his or her purchase transaction. However, if as a result of operational requirements the transferee cannot be present, he/she shall be reimbursed actual and reasonable expenses as follows:

- Attending Fees – actual and reasonable
- Power of Attorney – reasonable expenses.

8.23 All efforts should be made to courier documents/material between legal firms. Only as a last resort, the transferee should return to finalize the transaction.

**Mortgage
Interest
Differential**
(Primary focus
is to ensure
portability of
mortgages!)

CORE:

8.24 When a transferee's first mortgage at the new location is at a higher interest rate than the interest rate on the mortgage at the former place of duty, he/she will be reimbursed the difference in the interest charges between the two mortgages.

8.25 The amount reimbursable is based on the outstanding mortgage and the remaining term of the mortgage at the former place of duty, up to a maximum period of five years, and up to a maximum of \$5,000.

**Mortgage
Default
Insurance
(CMHC Fees)**

8.26 Mortgage Default Insurance (MDI) is only required by law where the mortgage is more than 75% of the purchase price. As such, transferees may be reimbursed MDI expenses by using funds from the Customized component when:

- The premium is paid in one lump sum; and
 - The equity is transferred from the sale of the former residence to the purchase of the replacement residence.
-

Other Provision

8.27 A transferee who purchases a replacement residence at the new location before the principal residence at the former place of duty has been sold, may be reimbursed associated costs not to exceed the transferee's amount of equity in the former home as follows:

**Interest from
Short Term
Personal Loan**

Home Purchase Deposit:

8.28 The transferee is reimbursed under Core Component of IRP, the interest resulting from a short-term personal loan secured exclusively as a deposit for the purchase of a principal residence at the new place of duty if required.

8.29 The amount of the loan for which interest is reimbursable under the Core Component of IRP shall not exceed the minimum amount needed to confirm a commitment to purchase a residence as confirmed by the Relocation Counsellor.

Bridging Loan

8.30 The interest on a short-term personal loan (bridging loan) secured to purchase a principal residence at the new work location based on the employee's equity in a principal residence at the former place of duty may be reimbursed using funds available in the customized component under IRP.

8.31 The reimbursement of interest will not extend beyond 10 working days following the date the sale transaction is completed (sold and closed).

8.32 In exceptional circumstances, this period may be extended for an additional six months with prior approval from the Departmental National Co-ordinator based on recommendations of the Relocation Counsellor.

NOTE: Because of provincial legislation (i.e. Manitoba), the proceeds of sale may not be transferable immediately on closing because of registry requirements, possibly necessitating interim financing on the purchase of a new home. Exceptionally, the interest on a short term loan (normally not to exceed 14 days), only for the amounts frozen that would be transferable to a new principal residence, will be reimbursable under Core.

\$25,000 Interest Free or Low Interest Loans

8.33 Under certain relocation-related conditions, it is possible for an employer to provide a non-taxable home-relocation loan benefit to relocating employees. The relocation must meet certain criteria such as the move is to start work at the new location in Canada, use of the loan is to buy a residence that is at least 40 km closer to the new work location, the dwelling is purchased for habitation purposes, the loan is provided because of employment, and other conditions.

8.34 The selected supplier for this contract has submitted proposals that will provide an opportunity for qualifying transferees to seek such assistance under the Customized Component of the IRP as an employer reimbursable expense. Transferees will be provided counselling on this and other components of the IRP as it applies specifically to their situation.

Mortgage Centre

8.35 The selected supplier for this contract has negotiated with the Mortgage Centre a full range of services that can be made available to government transferees under the IRP program. The Mortgage Centre is a grouping of over 40 of Canada's leading mortgage lenders, which represent the largest pool of residential mortgage capital in the country. The most unique aspect of the Mortgage Centre is its blind bid mortgage shopping system which provides an opportunity for the better rates, terms and conditions to be submitted without obligation to IRP transferees. Some of the services offered include:

- the Mortgage Centre will shop the mortgage market on the transferee's behalf for better rates, conditions and minimal penalties and/or fees;
- a full range of mortgage products, portability, blending, pre-approval, interest rate guarantees for 120 days; and
- interest rate discounts, etc.

8.36 Transferees will be provided counselling on this and other components of the IRP as it applies to their situation.

Policy

9.1 When a transferee is authorized to move household goods and effects on posting, it is the policy of the Crown to pay for the costs to move a transferee’s mobile home within the conditions and limitations of the IRP policy. Mobile homes must conform to provincial dimensions when in transit!

Funding Overview

9.2 The benefits outlined in this section are funded from both the Core and Customized components as follows:

Benefit	Core Funding	Customized Funding
Transport of Mobile Home	<ul style="list-style-type: none"> Actual and reasonable expenses 	<ul style="list-style-type: none"> Over size or Multiple Unit mobile Homes
Rental of equipment to remove from pad and positioning for hook up of towing vehicle	Actual and reasonable expenses	
Rental of equipment to place on pad	Actual and reasonable expenses	
Basic in transit insurance	<ul style="list-style-type: none"> Actual cost up to \$100,000 	<ul style="list-style-type: none"> Over \$100,000
Additional Insurance		<ul style="list-style-type: none"> Actual and reasonable expenses
Non admissible services and charges		<ul style="list-style-type: none"> Actual and reasonable expenses

Transferable Savings from Core to Customized

9.3 Transferees are reimbursed for the actual and reasonable expenses associated with the shipment of the mobile home to the new location. As such, no savings are eligible for transfer from the Core to the Customized Component.

Responsibility

9.4 It is the transferee's responsibility, with the assistance of the appropriate Transportation Agencies and the Relocation Consultant, to contract and arrange for the move of the Mobile Home.

Prohibited Move of a Mobile Home

9.5 The movement of mobile homes is prohibited to the following locations:

- Yukon and Northwest Territories – excluding Yellowknife
 - Nunavut
 - Goose Bay, Labrador, Newfoundland
-

Storage

9.6 If as a result of a transfer/posting it is found that the transferee's mobile home (principal residence) is not practical at the destination or that it cannot be shipped, and that the transferee does not wish to sell/rent it, the mobile home will be stored at public expense, if reasonable. This requires the pre-approval of the designated Departmental National Co-ordinator.

Moving from Storage

9.7 A transferee, upon relocating from a prohibited location (mobile homes), may be authorized to move his/her mobile home to the new place of duty from where it was stored, at public expense.

Other Service Charges

9.8 Transferees may claim actual and reasonable expenses from the Customized Component funding envelope for the following associated expenses:

- Preparation of the mobile home for transit including unblocking, ensuring road worthiness to provincial standards;
 - Disconnection of utilities;
 - Preparation of the mobile home at destination including blocking and connection of utilities;
 - Repairs to the mobile home while in transit;
 - Storage in transit; and
 - Additional costs incurred for the movement of an oversize or multiple unit mobile home.
-

Transit Time

9.9 The transit time reflected in previous tables for driving on paved roads will apply here. Also, the number of days reflected are for working days with Saturdays, Sundays and statutory holidays excluded.

**Transit Time
on Unpaved
Roads**

9.10 The maximum transit time on unpaved roads is one day for every 250km or portion thereof. If the total unpaved road kilometers travelled are less than 50km, it shall be disregarded. To determine transit time where unpaved and paved roadways mileage is involved, the following formula is to be used:

- Subtract the total unpaved road kilometers from the paved road kilometers;
- Apply the transit time to the paved road kilometers; and
- Add the transit time for the unpaved road portion

9.11 Example: 500 km @ 2 days (unpaved) plus 4000 km @ 8 days (paved) = 4500 km = 2+8 = 10days

Entitlement

9.12 The department will pay actual and reasonable expenses from the Core for the preparation, cartage and installation of the mobile home at the new location except for those restrictions listed in the policy.

Policy

10.1 It is the department’s responsibility to move a transferee’s household goods and effects when being relocated on posting within the conditions and limitations of the IRP policy. The existing Household Goods Removal Service (HGRS) contract takes precedence in the selection of carriers and its contracted rates.

10.2 It remains the department’s responsibility to make the shipping arrangements with moving van lines as per the HGRS contract terms and conditions in liaison with the Contracted Relocation Counsellor.

Funding Overview

10.3 The benefits outlined in this section are funded from both the Core and Customized components as follows:

Benefit	Core Funding	Customized Funding
Shipment of Household Goods and Effects	<ul style="list-style-type: none"> Up to 20,000 lbs/9,071.94kg 	<ul style="list-style-type: none"> Over 20,000lbs/ 9,071.94kg
Storage in Transit	<ul style="list-style-type: none"> Up to 60 days 	<ul style="list-style-type: none"> Over 60 days
Long-term Storage (only when authorized)	<ul style="list-style-type: none"> Up to 20,000 lbs/9,071.94kg 	<ul style="list-style-type: none"> Over 20,000 lbs.
Basic Insurance	<ul style="list-style-type: none"> Up to \$100,000 	<ul style="list-style-type: none"> Over \$100,000
Additional Insurance		<ul style="list-style-type: none"> Actual expenses
First PMV	<ul style="list-style-type: none"> Actual expenses 	
Second Family Vehicle		<ul style="list-style-type: none"> Actual expenses
RV/Boat/Motorcycle/ ATV/Trailer/Snowmobile, etc.	Articles the moving firm will accept on a straight-weight basis	<ul style="list-style-type: none"> Surcharges resulting from articles which the moving firm will accept only on a weight-dimensional, or on a cubic basis, or with surcharges.
Crating		<ul style="list-style-type: none"> Actual expenses
Objects of Art		<ul style="list-style-type: none"> Actual expenses
Pet Shipment		<ul style="list-style-type: none"> Actual expenses

**Weight
Entitlement**

10.4 Except for certain restrictions described in this policy, the Department will arrange for and pay from the Core Component the cost of packing, insuring, shipping, in transit storage and unpacking of a reasonable quantity of personal and household effects up to a maximum of 20,000 lbs./9,071.94kg.

10.5 Tariffs, etc are subject to established rates and conditions within the existing HGRS contract (policy centre confirmed rates).

10.6 Surcharges resulting from articles, which the moving firm will accept on a weight dimensional or a cubic basis, or with surcharges are to be funded from the Customized Component.

**Additional
Weight**

10.7 Transferees may move household goods and effects in excess of the basic weight entitlement. Any expenses incurred to move any household goods in excess of 20,000lbs/9,071.94kg is the transferee's responsibility.

**Qualifying
Rooms**

10.8 One component used to calculate the Basic Funding envelope and the amount of transferable savings is the cost (as per HGRS contract) to move 1000 lbs. of household goods per qualifying room. The following is the list of qualifying rooms for calculation purposes only:

- Kitchen
- Bedroom (including bed rooms in the basement)
- Living room
- Recreation room
- Family room
- Dining room
- Basement (to include washer/dryer and freezer)
- Garage(not multi-level in condos and apartment buildings)
- Outbuilding/storage shed (limit of one)
- Storage room (when separate from the rental apartment)

10.9 For the purposes of establishing the number of qualifying rooms, the appraisal reports will be used for homeowners. Rooms must have formal divisions. For renters, the transferees will provide the list of rooms which will be confirmed by the estimation from the moving van lines/carrier.

**Basic
Customized
Funding
Formula**

10.10 One element used to determine the amount a transferee receives into his/her customized-funding envelope is based on 35% of the moving carrier cost (as per HGRS rates/formula) to move 1000 lbs. of household goods and effects per qualifying room (policy centre confirmed rates).

**Transferable
Savings**

10.11 Another element used to determine the amount of transferable savings flowing from the Core to the Customized Component is based on 80% of the savings earned by transferees moving household goods and effects below the established industry-calculated threshold of 1000 lbs. per qualifying room (policy centre driven rates).

10.12 For example, a transferee moving from Ottawa to Halifax with 10 qualifying rooms (10,000 lbs.) at \$5000 who moves only 5000 lbs. at \$2500 will be able to transfer 80% of the savings into the Customized Component or \$2000 (\$2500 x 80%).

**Incidental
Expenses**

10.13 Transferees are given a \$650 non-accountable incidental expense allowance that can be used to offset various incidental relocation expenses. (Revenue Canada allows up to \$650 without receipts).

10.14 Those, who wish to claim expenses in excess of the \$650 non-accountable allowance, may do so by using funds from the Customized Component. However, receipts are required for the total amount being claimed.

10.15 A list of reimbursable incidental relocation expenses is available from your relocation consultant.

10.16 EX/GIC transferees, in lieu of the \$650 non-accountable allowance, can claim the incidental expense allowance up to four (4) weeks salary provided in section 14.

**Non-admissible
Items**

10.17 Non admissible items are items not eligible to be shipped due to their hazardous nature or where excluded by the IRP policy or otherwise restricted by household goods removal tariffs. As the list of non-admissible items are constantly being reviewed and updated, transferees are advised to contact their relocation consultant for the most current list provided in the government conditions for moving household goods.

Storage in Transit

10.18 Storage when necessary and incidental to the shipment of effects to the new place of duty may be authorized to a maximum of 60 calendar days. In cases of demonstrated need, however, the Departmental National Co-ordinator may authorize an extension of this period up to a further 60 calendar days.

10.19 Extensions will not be granted when the delay is directly attributable to events resulting from personal choices made by the employee. The period of storage authorized will be included in the contract issued by HGRS upon request by the department.

10.20 The cost of any extension to the period authorized will be the responsibility of the employee and will be paid through the Customized Component provisions

Long Term Storage

10.21 When a transferee is relocated, but in the opinion of the National Department Co-ordinator, the shipment of the household effects or private motor vehicles, or both, to the new place of duty is neither desirable nor in the public interest, the employer will pay for:

(Applicable to isolated postings only)

(a) packing, crating and cartage of the transferee's household effects to the nearest place where adequate long-term storage facilities are available;

(b) storage of the household effects until they can or might be repossessed by the transferee or an authorized dependant of the employee;

(c) storage of up to two private motor vehicles or one automobile and a camper/trailer. The total storage cost shall not exceed the cost of storing two private motor vehicles; and

(d) payment of a one-time storage preservation fee for such services as removing the battery, raising the private motor vehicle (PMV) off the tires, applying lubricants as required, etc., for commercial storage of a private motor vehicle.

10.22 When the transferee's effects have been stored in accordance with the IRP policy on and he/she is again relocated to a location where the effects could be repossessed by him/her or an authorized dependant, the national departmental co-ordinator shall authorize HGRS to ship the effects from the place of storage to the transferee's:

- a) new place of duty;
- b) former place of residence from which the effects were placed in storage; **or**
- c) intended place of residence in Canada, provided that the cost is not-greater than in part (b).

10.23 This authorization will include the unpacking and uncrating of effects at the destination.

Savings from Reducing Long Term Storage Costs

10.24 Transferees who are posted to an Isolated Post and into Crown accommodation where it is impossible to normally accommodate their household items, may transfer 80% of the savings (policy centre confirmed rates) resulting from not having to store their fridge, freezer, stove, washer, dryer, and/or dishwasher.

NOTE: These items have a reduced life expectancy as a result of long-term non-usage. For transfer value purposes, the saving is to be calculated on the weight/volume of the items based on the actual duration of the storage requirement up to a maximum of 24 months, using industry averages.

Partial Shipping/Storage

10.25 CORE:

Should the transferee be assigned Crown-owned living accommodation, which will not accommodate all personal possessions, storage of the remainder shall be at the employer's expense.

10.26 CUSTOMIZED

Storage of a portion of a transferee's effects should be considered only in exceptional circumstances. If the transferee selects accommodation, which will contain only a portion of the household effects, any storage arrangement for the remainder shall be his/her responsibility. These costs may be reimbursed under the Customized Component.

Basic Insurance Coverage

10.27 Based on terms, limitations and conditions negotiated by the HGRS, transferees are provided with replacement cost value insurance (RCV) of \$100,000 on authorized household goods and effects. Any claim for loss or damage must be a matter between the member/employee, the carrier, and the insurer; the Department is not involved in anyway. Basic insurance is funded from the Core Component.

Additional Insurance Coverage

10.28 Transferees may claim any additional insurance costs incurred for items not covered under the basic insurance policy by using funds from the Customized Component.

Crating

10.29 Transferees may have certain household goods and effects that may require additional protection (i.e., china, art, and antiques). They may claim crating costs for such items by using funds from the Customized Component.

Personal Motor Vehicle

10.30 Transferees who own two vehicles and elect to travel to the new location by commercial carrier may ship one vehicle by using Core Funds and ship the second vehicle by using funds from the Customized Component. Rental car costs incurred while the employee is separated from the family car are not reimbursable under the Core Component.

Additional Shipping Expenses

10.31 Transferees are responsible for any additional costs beyond those established in the HGRS contract. Those who wish to ship items that fall outside the scope of the contract may do so and be reimbursed for actual expenses from the Customized Component based on availability of funds.

Pets

10.32 Transferees may claim actual and reasonable expenses by using funds from the Customized Component for transportation of their pets to the new location and any necessary kennel fees incurred while the transferees are in interim lodgings.

Time Off Packing

10.33 The R.C. Manager will grant a transferee reasonable time off with pay, for the purpose of overseeing the packing, unpacking, loading and unloading of household effects based on recommendations of the Relocation Counsellor. Such authority will not be unreasonably withheld.

There is no coverage at this time under the IRP for this category of members. However, the following excerpts of current force policy apply to this category of employees.

General

11 A 1 A newly engaged member is a person who has been engaged as a Regular Member (RM) and designated as a peace officer, or a person recruited from outside the RCMP and sworn in as a Civilian Member (CM) or Special Constable (S/Cst.).

11 A 2 On relocation to the first place of employment, to a training site or the first place of employment after training, that person is not deemed to be a member for the purposes of Relocation within the RCMP. The newly engaged member is only entitled to provisions as outlined below.

Relocation Provisions

11 A 3 The Commissioner/delegate will determine relocation provisions for the newly engaged member within the limitations of the following context.

Entitlements

11 A 4 A newly engaged member could be reimbursed for:

1. transportation and travel expenses to the first place of employment;
2. transportation and travel expenses for dependents;
3. interim accommodation;
4. incidental relocation expenses;
5. temporary dual residence;
6. shipment of HHE;
7. shipment of private vehicles;
8. storage-in-transit; and
9. expenses incurred to acquire private accommodation.

Transportation and Travel

11 A 5 A newly engaged member will be provided with the most practical and economical means of transportation to the first work location.

11 A 6 Any reasonable personal expenses (approved prior to departure by the receiving division) incurred to get to the first work location, will be refunded such as:

- transportation and travel expenses per the current Travel Directive;
- transportation and travel expenses for dependents, from the pre-engagement place of residence to the first place of employment; and
- if the dependent of a newly engaged member (at the time of engagement only) reside at a location other than the pre-engagement place of residence, reimbursement of relocation and travel costs (must not exceed the cost of relocating from the pre-engagement place of residence to the first place of employment).

NOTE: The pre-engagement place of residence, for clarification, is the permanent place of residence of the newly engaged member at the time of engagement in the RCMP.

Interim Accommodation

11 A 7 Interim accommodation is normally paid for the periods indicated below:

- seven (7) days for a newly engaged member without dependents,
- or**
- 14 days for a newly engaged member with dependents or HHE in excess of 900kg.

NOTE: The above limits can further be extended by an additional seven (7) days for full interim accommodation and an additional 14 days for accommodation if:

- in the opinion of the receiving Division Corporate Services/FSSB, assigned Crown-owned living accommodation is not ready for occupancy;
- or**
- the movement of the HHE has been authorized, but the effects have not arrived;
- or**
- exhaustive efforts, though fruitless, have been made to secure permanent living accommodation.

11 A 8 All extensions are subject to the sole consideration of the commissioner or his delegate!

Incidental Expenses

11 A 9 A newly engaged member, physically relocated will receive an incidental allowance of:

(a) 900kg or more of HHE - \$650

or

(b) less than 900kg of HHE - \$300

which is intended to provide for expenses incurred in the transfer process that are not subject to reimbursement elsewhere in the Force's move management. This allowance is based on:

1. shipping effects weighing 900kg or more,

or

2. shipping effects weighing less than 900kg.

Temporary Dual Residence (TDRA)

11 A 10 Following the newly engaged member's arrival at the first work place, he/she is entitled in addition to the interim accommodation, to:

1. living expenses for a period up to seven (7) days, as if the individual was in travel status;

2. living expenses (certified by the post commander) for a continuous period of up to six months from the day following termination of the initial period indicated in (1) above.

11 A 11 A newly engaged member who has HHE to ship, is allowed one trip to the pre-engagement place of residence, with time off to coincide with the supervision of the packing and loading of HHE for shipment to the new workplace.

11 A 12 Other than the following restriction of only one return trip to the pre-engagement place of residence, the newly engaged member is entitled to all TDRA benefits provided to the regular member.

Policy Shipment of Household Effects

11 A 13 The Commissioner/delegate shall determine which articles on the HHE inventory may be shipped at public expense and the maximum amount that may be paid to repair or replace any article in the event of its loss or damage.

NOTE: The sending Division must determine in advance of the relocation which articles of the inventory will be shipped at public expense; shipment will be arranged where possible, through HGRS.

Shipment of HHE

11 A 14 It is the policy of the RCMP to provide a newly engaged member with the opportunity to have his/her household effects shipped securely to his/her first place of employment. The shipment of HHE is from the pre-engagement place of residence to the first place of employment.

11 A 15 A newly engaged member residing outside Canada and the continental U.S. is entitled to:

- the payment of the cost for packing, shipping, in-transit storage, and unpacking; and
- limited to 2,300kg of HHE (weight limitation applied after HHE have been packed or crated).

11 A 16 Before proceeding to the first place of employment, the newly engaged member must file an itemized inventory of the articles of HHE that are being shipped, with the sending Division Corporate Services/FSSB.

Shipment of Vehicles

11 A 17 A newly engaged member is entitled to the shipment of a private motor vehicle from the pre-engagement place of residence to the first place of employment.

11 A 18 If the private motor vehicle (PMV) is driven to the new location, the reimbursement will be per:

- Accommodation, meals incidentals based on the numbered allocated travel days as per the applicable travel policies;
- The Department of Finance higher kilometric rate not to exceed the cost of a single (1) one-way full fare economy ticket of most usual means of commercial transportation to location.

11 A 19 Half of the applicable lower Department of Finance kilometric rate will apply to trailers, campers or boats towed by the PMV.

Storage in Transit

11 A 20 A newly engaged member is entitled to storage-in-transit of HHE for up to 60 calendar days with the prior approval of the Departmental Relocation Co-ordinator.

Expenses to Acquire Private Accommodation

11 A 21 A newly engaged member is entitled to a refund of legal expenses incurred to obtain private accommodation (i.e., CMHC fees, home inspection fees, rent in advance, legal fees, appraisal, and survey certificate).

NOTE: A first-time homebuyer is not entitled to a refund of CMHC fees; disposal costs of former residence are not refundable.

Insurance Household Effects

11 A 22 No insurance coverage will be authorized for those newly engaged members who reside outside Canada and the continental U.S.

11 A 23 The RCMP will accept the risk for any loss or damage to the shipped effects (previously approved) once it has been determined that the newly engaged member or dependents have not contributed to the loss or damage.

11 A 24 Since payment of commercial insurance coverage is not authorized, the RCMP accepts the risk (replacement cost only), for any loss/damage to the effects being shipped subject to conditions detailed below.

NOTE: When HGRS is used for moving effects, insurance coverage is included.

Amount of Risk

11 A 25 The amount of the risk (replacement value) will be based on the member's certified evaluation and supported by the approved itemized inventory. Not to exceed \$20,000.

Payment for Damaged or Lost Articles Included as Household Effects

11 A 26 The Commissioner/delegate will authorize payment if the article(s) included in the approved inventory for shipment:

is (are) damage: the cost of repairs necessary to restore the article(s) to a serviceable condition (by a reliable estimate) or the replacement value of the article(s) in Canada at the time of shipment,

is (are) lost: the replacement value of the articles in Canada at the time of shipment.

11 A 27 *The cost of replacement cannot exceed the original cost of the article(s).*

11 A 28 *The cost of replacement must be less than the cost of repairs.*

**Compensation
Restrictions**

- 11 A 29** Regardless of the above, no payment will be made:
- If the circumstances in which the loss or damage occurred are such that an insurance company would not have assumed risk;
 - In excess of the amount an insurance company would pay if it had assumed the risk;
 - In excess of \$20,000;
 - For sums of money lost in transit;
 - For personally created art pieces such as carvings, paintings, manuscripts, etc., unless they were officially documented and evaluated prior to shipment; and
 - For jewels or furs.
-

**Independent
Appraiser**

11 A 30 The Commissioner/delegate reserve the right to engage the services of an independent appraiser, for advisory purposes, in resolving any problem/dispute arising from the submission of a claim.

**Submission of
Claims**

- 11 A 31** The Commissioner/delegate will authorize payment for the article(s) if:
1. The article(s) being claimed was included in the authorized inventory;
 2. At the time of shipment, the condition of the article(s) was classified as excellent, average or poor. In assessing the amount to be paid, the original purchase price and date of purchase will be taken into consideration.
 3. The article(s) being claimed are not easily identified on a scale of depreciation, advice will be solicited from an independent appraiser or insurance company.
- 11 A 32** If the effects as detailed in the authorized inventory are shipped at public expense and become lost or damaged, the member shall as soon as possible, file a claim with the appropriate Corporate Management Branch (*formerly FSSB*).

**Submission of
Claims
Isolated Post**

11 A 33 For those members moving into or out of an Isolated Post where part of their move was handled via a commercial carrier, under the conditions of the HGRS contract, the insurance claim must first be submitted to the insurance firm/contracted carrier for settlement.

11 A 34 No consideration will be given to any claims unless it has been clearly proven that the contractor was not responsible for the loss or damage.

**Supporting
Documents
Required with a
Claim.**

11 A 35 All claims submitted to the RCMP must be accompanied with a statutory declaration outlining the extent of the loss or damage sustained in the move.

11 A 36 A detailed explanation of the circumstances that resulted in the submission of a claim, the amount being claimed for each article, and a report on the efforts made to obtain compensation from any and all third parties involved. (Failing this, satisfactory evidence that such third parties are not liable for the loss or damage).

11 A 37 A report from a professional insurance adjuster is also required.

Assessed Value

11 A 38 The assessed value of an article lost or damaged in shipment is the replacement cost of that article in Canada at the time of shipment.

**Temporary
Settlement**

11 A 39 Pending settlement of a claim for the loss of articles shipped at public expense, the Commissioner/delegate may authorize an accountable advance to a member with respect to his/her claim

11 A 40 Any advance or any compensation received from a third party for that submitted claim will be taken into account in making a final settlement.

**NEWLY APPOINTED EMPLOYEES
TO THE PUBLIC SERVICE**

Section 11B

There is no coverage at this time under the IRP for this category of newly appointed employees, except for EX/GIC appointments. (See Section 14.) Exceptions require Treasury Board Secretariat approval.

12.1 Until further notice, retiring RCMP members will continue to be governed by separate authorities.

13.1 The following elements do not affect the administration of IRP. Details to follow.

1. Relocation for threats against RCMP members.
2. Shipping a service revolver.
3. RCMP members on Musical Ride.

**IRP
Application**

14.1 The Special Relocation Authorities and the Relocation Directive (chapters 3-2 and 3-1 respectively) have been temporarily suspended so that the provisions of the IRP program can be extended to employees appointed to or currently in the following groups, whose substantive classification is: DM, GX, EX, LA 3A-3C, MD-MOF 4/5, MD-MSP 3, Governor-in-Council levels 1 to 11, and excluded DS 7 and 8.

14.2 In addition to the applicable IRP provisions described in previous chapters, EX and GIC employees will qualify for the following.

**Assistance for
Sale of Home**

14.3 Under former policy, EX/GIC employees could reduce the selling price of their home up to 10% below the assessed market value and have this amount reimbursed provided the home sells within 6 months of appraisals. If the home does not sell in the 6-month period, then the benefits are discontinued. Because of recently introduced tax changes in the 1998 Budget, considering the full range of marketing assistance and relocation counselling services now available to EX/GICs with the IRP program and the addition of other provisions such as property management options, the following applies:

- The 10% option remains, but that it be limited to \$15,000 under the Core Component as per Revenue Canada limitations. Any amounts above \$15,000 will flow from the Customized Component;
 - Market value is to be based on two appraisals as provided for under IRP and consistent with other IRP requirements;
 - Reductions in the listing price are not to exceed 95% of the established market value without the support of the relocation counsellor to ensure homes are not unduly under priced.
-

**Assistance for
Home Search**

14.4 The IRP program offers a much broader range of services and much improved home search assistance and rental search services than the programs available before.

**Weekend
Travel Home
Every Two
Weeks**

14.5 The weekend travel home every two weeks is maintained up to a 90-day period while on temporary dual residence assistance (TDRA) only when a door to door move is not possible as a result of operational requirements. The same previous limitations apply:

- Should the period of separation from dependants go beyond three months, employees will then be eligible for two additional trips home as per the Travel Directive.
 - This provision applies only to employees who still have dependants residing in the family home.
-

**Incidental
Expense
Allowances**

14.6 The incidental expense allowance equivalent to four weeks is now applicable to all EX/GIC's whether newly appointed or not.

**Disposal/
Acquisition Cost**

14.7 The reimbursement of reasonable home disposal and acquisition costs for newly appointed EX/GICs from outside the Public Service are now allowable within the provisions of IRP without seeking separate Treasury Board Secretariat authority.

**Examples of
Additional
Benefits**

14.8 With the IRP program, additional benefits include the following:

- Start-to-finish professional relocation assistance
- Relocation planning
- Destination orientation
- House-hunting trip assistance
- Sale/disposal of former residence marketing assistance
- Purchase or rental of home assistance
- Extended family and spousal employment assistance
- Access to Mortgage Centre benefits, reduced interest rates, and penalty reduction/avoidance
- \$25,000 interests free or low interest loan as per Revenue Canada guidelines
- Equity loss protection
- Relocation tax Assistance

14.9 These provisions and many others now form part of the IRP provisions made available to EX/GIC employees.

1. SELL ←←←← PURCHASE

SELL HOME AT FORMER LOCATION AND PURCHASED A HOME AT NEW LOCATION

*******Setting up Customized Envelope*******

Real estate commission (max. \$15,000; homeowners only)	x 35% =	
+ Cost of commercial transport for transferee and dependants (one-way)	x 35% =	
+ Cost of shipping 1000 lbs.. of household goods/qualifying o	x 35% =	
+ Non-accountable incidental expenses (or) EX/GIC only Incidental expense allowance in lieu of \$650		\$650
+ Move Grant - RCMP/DND only		
Sub-Total:		
<u>Transferable Savings</u>		
+ Quick sale incentive = up to \$1,500Appraised Value: Sale in 150 days	Sale price: x 1% =	
+ Cost of shipping household goods	Threshold: x 80%	
+ Below the threshold (1000lbs/room)	Actual weight: =	
+ Cost of LTS for major appliances - max 24 months.	x 80%	
+ Incentive for days not used on HHT (capped at \$250)		\$250.
= TOTAL Customized-Funding Envelope		

CORE COMPONENT	YES	NO
Appraisal Fees on Sale of Home	X	
Car Shipment	X	
Car Storage		X
House Hunting Trip	X	
Interim Lodgings, Meals and Incidentals	X	
Legal Fees and Disbursements on Sale of Home	X	
Legal Fees and Disbursements on Purchase of Home	X	
Long-term Storage (Restricted to Isolated Posts)	X	
Mortgage Paydown Penalty (non-portable mortgage)	X	
Mortgage Interest Differential Penalty on Sale of Home (only non-portable mortgage)	X	
Professional Cleaning of Former / New Residence (restricted \$)	X	
Real Estate Commission on Sale of Home	X	
Relocation Allowance	X	
Storage in Transit	X	
Structural Inspection on Purchase of Home	X	
Transportation and Travelling Expenses	X	
Transportation of Furniture and Effects (what is accepted on straight-weight basis only)	X	

CUSTOMIZED COMPONENT	Do you get this benefit?	
	YES	NO
Additional Insurance – Motor Vehicles	X	
Adjustments and Alterations to Furniture and Fixtures	X	
Building Inspection on Sale of Home (if necessary)	X	
Bridge Financing on Purchase of Home	X	
Capital Improvements	X	
Car Rental	X	
Child Care	X	
Counselling Services – Extended Family	X	
Crating	X	
Duplicate Housing or Commuting Assistance	X	
Equity Loss	X	
Extended HHT	X	
Home Renovations for Disabled Members and Dependants	X	
House Hunting Trip – Extra Expenses for Children	X	
Incidental Shipping Expenses	X	
Marketing Incentives on Sale of Home	X	
Miscellaneous Shipping Expenses	X	
Mortgage Default Insurance (CMHC Fees)	X	
Mortgage Paydown Penalty	X	
Mortgage Interest Differential on Sale	X	
Property Maintenance Fees on Former Home (TDRA)	X	
Shipment of Second Family Vehicle	X	
Shipment: additional cost resulting from the shipment of articles not accepted by the moving firms on a straight-weight basis (e.g., recreational vehicle, boats, motorcycles, ATVs, trailers, other articles)	X	
Shipment of Antiques and Works of Art	X	
Shipment of Pets	X	
Spousal Employment Search Assistance	X	
Spousal Curriculum Vitae and Interview Travel	X	
Storage in Transit	X	
Transportation and Travelling Expenses - Extended Family	X	

2. SELL ←←←← RENT

MOVE FROM AN OWNED-HOME TO A RENTAL-HOME AT DESTINATION

*******Setting up Customized Envelope*******

	Real estate commission (max. \$15,000; homeowners only)	x 35% =	
+	Cost of commercial transport for transferee and dependants (one-way)	x 35% =	
+	Cost of shipping 1000 lbs. of household goods/qualifying room	x 35% =	
+	Non-accountable incidental expenses (or) EX/GIC only Incidental expense allowance in lieu of \$650		\$650
+	Move Grant - RCMP/DND only		
+	Rent Incentive (\$2,500-homeowners)		
Transferable Savings			
+	Quick sale incentive = up to \$1,500	Appraised value:	x 1% =
	Sale in 150 days	Sale price	
+	Cost of shipping household goods	Threshold:	x 80%
+	Below the threshold (1000lbs/room)	Actual weight	=
+	Cost of LTS for major appliances - max 24 months.	x 80%	
+	ISOLATED POSTINGS	=	
+	Incentive for days not used on HHT (capped at \$250)	\$250.	
=	TOTAL Customized-Funding Envelope		

CORE COMPONENT	YES	NO
Appraisal Fees on Sale of Home	X	
Car Shipment	X	
Car Storage		X
House Hunting Trip	X	
Interim Lodgings, Meals and Incidentals	X	
Legal Fees and Disbursements on Sale of Home	X	
Long-term Storage (restricted to Isolated Posts only)	X	
Mortgage Interest Differential Penalty on Sale of Home (only non-portable mortgage)	X	
Professional Cleaning of Former/New Residence (restricted \$)	X	
Real Estate Commission on Sale of Home	X	
Relocation Allowance	X	
Rent and Lease Liability	X	
Storage in Transit	X	
Transportation and Travelling Expenses	X	
Transportation of Furniture and Effects (what is accepted on straight-weight basis only)	X	

CUSTOMIZED COMPONENT	Do you get this benefit?	
	YES	NO
Additional Insurance – Motor Vehicles	X	
Adjustments and Alterations to Furniture and Fixtures	X	
Building Inspection on Sale of Home (if necessary)	X	
Capital Improvements	X	
Car Rental	X	
Child Care	X	
Counselling Services – Extended Family	X	
Crating	X	
Duplicate Housing or Commuting Assistance	X	
Equity Loss	X	
Extended HHT	X	
Home Renovations for Disabled Members and Dependants	X	
House Hunting Trip – Extra Expenses for Children	X	
Incidental Shipping Expenses	X	
Marketing Incentives on Sale of Home	X	
Miscellaneous Shipping Expenses	X	
Mortgage Interest Differential on Sale	X	
Property Maintenance Fees on Former Home (TDRA)	X	
Rent in Advance of a Move	X	
Shipment of Second Family Vehicle	X	
Shipment: additional cost resulting from the shipment of articles not accepted by the moving firms on a straight-weight basis (e.g., recreational vehicle, boats, motorcycles, ATV's, trailers, other articles)	X	
Shipment of Antiques and Works of Art	X	
Shipment of Pets	X	
Spousal Curriculum Vitae and Interview Travel	X	
Spousal Employment Search Assistance	X	
Storage in Transit	X	
Transportation and Travelling Expenses – Extended Family	X	

3. RENT ←←←← PURCHASE

MOVE FROM A RENTAL HOME TO A HOME PURCHASED AT DESTINATION			
*****Setting up Customized Envelope*****			
+	Cost of commercial transport for transferee and dependants (one-way)	x 35% =	
+	Cost of shipping 1000 lbs. of household goods/qualifying room	x 35% =	
+	Non-accountable incidental expenses (or) EX/GIC only Incidental expense allowance in lieu of \$650		\$650
+	Move Grant - RCMP/DND only		
		<u>Transferable Savings</u>	
+	Cost of shipping household goods	Threshold:	x 80% =
	Below the threshold (1000lbs/room)	Actual weight:	
+	Cost of LTS for major appliances - max 24 months.		x 80% =
+	Incentive for days not used on HHT (capped at \$250)		\$250.
=	TOTAL Customized-Funding Envelope		

CORE COMPONENT	YES	NO
Car Shipment	X	
Car Storage		X
House Hunting Trip	X	
Interim Lodgings, Meals and Incidentals	X	
Legal Fees and Disbursements on Termination of Lease	X	
Legal Fees and Disbursements on Purchase of Home	X	
Long-term Storage (restricted to Isolated Post only)	X	
Professional Cleaning of Former/New Residence (restricted \$)	X	
Relocation Allowance	X	
Rent and Lease Liability	X	
Structural Inspection on Purchase of Home	X	
Storage in Transit	X	
Transportation and Travelling Expenses	X	
Transportation of Furniture and Effects (what is accepted on straight-weight basis only)	X	

CUSTOMIZED COMPONENT	Do you get this benefit?	
	YES	NO
Additional Insurance - Motor Vehicles	X	
Adjustments and Alterations to Furniture and Fixtures	X	
Bridge Financing on Purchase of Home	X	
Car Rental	X	
Child Care	X	
Counselling Services - Extended Family	X	
Crating	X	
Duplicate Housing or Commuting Assistance	X	
Extended HHT	X	
Home Renovations for Disabled Members and Dependants	X	
House Hunting Trip - Extra Expenses for Children	X	
Incidental Shipping Expenses	X	
Marketing Incentives on Subletting rental Home/apartment	X	
Miscellaneous Shipping Expenses	X	
Mortgage Default Insurance (CMHC Fees)	X	
Shipment of Second Family Vehicle	X	
Shipment: additional cost resulting from the shipment of articles not accepted by the moving firms on a straight-weight basis (e.g., recreational vehicle, boats, motorcycles, ATVs, trailers, other articles)	X	
Shipment of Antiques and Works of Art	X	
Shipment of Pets	X	
Spousal Employment Search Assistance	X	
Spousal Curriculum Vitae and Interview Travel	X	
Storage in Transit	X	
Transportation and Travelling Expenses - Extended Family	X	

4. RENT ←←←← RENT

MOVE FROM A RENTAL-HOME/APARTMENT TO A RENTAL-HOME/APARTMENT AT DESTINATION

*******Setting up Customized Envelope*******

+	Cost of commercial transport for transferee and dependants (one-way)		x 35% =	
+	Cost of shipping 1000 lbs. of household goods/qualifying room		x 35% =	
+	Non-accountable incidental expenses (or) EX/GIC only Incidental expense allowance in lieu of \$650			\$650
+	Move Grant/Transfer Allowance - RCMP/DND only			
+	Rent Incentive (\$1,000 renters;)			
Transferable Savings				
+	Cost of shipping household goods	Threshold:	x 80% =	
	Below the threshold (1000lbs/room)	Actual weight:		
+	Cost of LTS for major appliances - max 24 months		x 80% =	
+	Incentive for days not used on HHT (capped at \$250)		\$250.	
=	TOTAL Customized Funding Envelope			

CORE COMPONENT	YES	NO
Car Shipment	X	
Car Storage		X
Interim Lodgings, Meals and Incidentals	X	
House Hunting Trip	X	
Legal Fees and Disbursements on Lease Termination	X	
Long-term Storage (restricted to Isolated Post only)	X	
Professional Cleaning of Former/New Residence (restricted \$)	X	
Relocation Allowance	X	
Rent and Lease Liability	X	
Storage in Transit	X	
Transportation and Travelling Expenses	X	
Transportation of Furniture and Effects (what is accepted on straight-weight basis only)	X	

CUSTOMIZED COMPONENT	Do you get this benefit?	
	YES	NO
Additional Insurance - Motor Vehicles	X	
Adjustments and Alterations to Furniture and Fixtures	X	
Car Rental	X	
Child Care	X	
Counselling Services - Extended Family	X	
Crating	X	
Duplicate Housing or Commuting Assistance	X	
Extended HHT	X	
Home Renovations for Disabled Members and Dependents	X	
House Hunting Trip - Extra Expenses for Children	X	
Incidental Shipping Expenses	X	
Marketing Incentives on Subletting of Rental Home/Apartment	X	
Miscellaneous Shipping Expenses	X	
Rent in Advance of a Move	X	
Shipment of Second Family Vehicle	X	
Shipment: additional cost resulting from the shipment of articles not accepted by the moving firms on a straight-weight basis (e.g., recreational vehicle, boats, motorcycles, ATVs, trailers, other articles)	X	
Shipment of Antiques and Works of Art	X	
Shipment of Pets	X	
Spousal Employment Search Assistance	X	
Spousal Curriculum Vitae and Interview Travel	X	
Storage in Transit	X	
Transportation and Travelling Expenses - Extended Family	X	

5. KEEP FORMER RESIDENCE ←←←← RENT

MOVE FROM AN OWNED-HOME (OPTING NOT TO SELL) TO A RENTAL-HOME AT DESTINATION

*******Setting up Customized Envelope*******

Real estate commission (max. \$15,000; homeowners only)	Appraised Value: Allowance:	x 35% =	
+ Cost of commercial transport for transferee and dependants (one-way)		x 35% =	
+ Cost of shipping 1000 lbs. of household goods/qualifying room		x 35% =	
+ Non-accountable incidental expenses (or) EX/GIC only Incidentals expense allowance in lieu of \$650			\$650
+ Move Grant/Relocation Allowance - RCMP/DND only			
+ Rent Incentive (\$2,500-homeowners)			\$2,500
<u>Transferable Savings</u>			
+ Incentive for not selling home (max. appraised value \$300,000)	Appraised Value: Allowance:	x 80% =	
+ Cost of shipping household goods Below the threshold (1000lbs/room)	Threshold: Actual weight:	x 80% =	
+ Cost of LTS for major appliances - max 24 months.		x 80% =	
+ Incentive for days not used on HHT (capped at \$250)			\$250.
= TOTAL Customized-Funding Envelope			

CORE COMPONENT	YES	NO
Car Shipment	X	
Car Storage		X
House Hunting Trip	X	
Interim Lodgings, Meals and Incidentals	X	
Long-term Storage (restricted to Isolated Posts)	X	
Professional Cleaning of Former/New Residence (restricted \$)	X	
Rent and Lease Liability	X	
Relocation Allowance	X	
Storage in Transit	X	
Transportation and Travelling Expenses	X	
Transportation of Furniture and Effects (what is accepted on straight-weight basis only)	X	

CUSTOMIZED COMPONENT	YES	NO
Additional Insurance - Motor Vehicles	X	
Adjustments and Alterations to Furniture and Fixtures	X	
Car Rental	X	
Child Care	X	
Counselling Services – Extended Family	X	
Crating	X	
Duplicate Housing or Commuting Assistance	X	
Extended HHT	X	
House Hunting Trip - Extra Expenses for Children	X	
Home Renovations for Disabled Members and Dependants	X	
Incidental Shipping Expenses	X	
Miscellaneous Shipping Expenses	X	
Property Maintenance Fees on Former Home (TDRA)	X	
Property Management Fees on Former Home	X	
Rent in Advance of a Move	X	
Shipment of Second Family Vehicle	X	
Shipment additional cost resulting from the shipment of articles not accepted by the moving firms on a straight-weight basis (e.g., recreational vehicle, boats, motorcycles, ATVs, trailers, other articles)	X	
Shipment of Antiques and Works of Art	X	
Shipment of Pets	X	
Storage in Transit	X	
Spousal Employment Search Assistance	X	
Spousal Curriculum Vitae and Interview Travel	X	
Transportation and Travelling Expenses - Extended Family	X	

6. KEEP FORMER RESIDENCE ←←← ← PURCHASE

MOVE FROM AN OWNED-HOME (OPTING NOT TO SELL) TO A PURCHASED-HOME AT DESTINATION

*******Setting up Customized Envelope*******

Real estate commission (max. \$15,000; homeowners only)	Appraised value: Allowance:	x 35% =	
+ Cost of commercial transport for transferee and dependants (one-way)		x 35% =	
+ Cost of shipping 1000 lbs. of household goods/qualifying room		x 35% =	
+ Non-accountable incidental expenses (or) EX/GIC only Incidental expense allowance in lieu of \$650			\$650
+ Move Grant/Relocation Allowance - RCMP/DND only			
	<u>Transferable Savings</u>		
+ Incentive for not selling Home (max. appraised value \$300,000)	Appraised value: Allowance:	x 80% =	
+ Cost of shipping household goods Below the threshold (1000lbs/room)	Threshold: Actual weight:	x 80% =	
+ Cost of LTS for major appliances - max 24 months		x 80% =	
+ Incentive for days not used on HHT (capped at \$250)		\$250.	
= TOTAL Customized-Funding Envelope			

CORE COMPONENT	YES	NO
Car Shipment	X	
Car Storage		X
House Hunting Trip	X	
Interim Lodgings, Meals and Incidentals	X	
Legal Fees and Disbursements on Purchase of Home	X	
Long-term Storage (restricted to Isolated Posts)	X	
Professional Cleaning of Former/New Residence (restricted \$)	X	
Relocation Allowance	X	
Structural Inspection on Purchase of Home	X	
Storage in Transit	X	
Transportation and Travelling Expenses	X	
Transportation of Furniture and Effects (what is accepted on straight-weight basis only)	X	

CUSTOMIZED COMPONENT	YES	NO
Additional Insurance – Motor Vehicles	X	
Adjustments and Alterations to Furniture and Fixtures	X	
Bridge Financing on Purchase of Home	X	
Car Rental	X	
Child Care	X	
Counselling Services – Extended Family	X	
Crating	X	
Duplicate Housing or Commuting Assistance	X	
Extended HHT	X	
House Hunting Trip – Extra Expenses for Children	X	
Home Renovations for Disabled Members and Dependants	X	
Incidental Shipping Expenses	X	
Miscellaneous Shipping Expenses	X	
Mortgage Default Insurance (CMHC Fees)	X	
Property Maintenance Fees on Former Home (TDRA)	X	
Property Management Fees on Former Home	X	
Shipment of Second Family Vehicle	X	
Shipment: additional cost resulting from the shipment of articles not accepted by the moving firms on a straight-weight basis (e.g., recreational vehicle, boats, motorcycles, ATVs, trailers, other articles)	X	
Shipment of Antiques and Works of Art	X	
Shipment of Pets	X	
Spousal Employment Search Assistance	X	
Spousal Curriculum Vitae and Interview Travel	X	
Storage in Transit	X	
Transportation and Travelling Expenses - Extended Family	X	

INTEGRATED RELOCATION PROGRAM

PILOT



Effective April 1, 2000

Policy Document for Departmental Co-ordinators

TABLE OF CONTENTS

GENERAL PRINCIPLES – INTEGRATED RELOCATION PROGRAM Section 1	1
Effective Date	1
Purpose and Scope.....	1
Responsibilities.....	3
40 Kilometres Rule	4
Application	5
Contractor and Location	6
Introduction.....	6
Eligibility	8
Non-Eligibility.....	8
Retirees	8
Other Relocation/ Moves Within Canada.....	9
Special Circumstances	9
Overview Committee.....	9
Spousal Services	9
Basic Core Component	10
Purpose	10
Intent	10
Who pays for Core Benefits?.....	10
What else is covered under Basic Core?.....	10
Basic Core Benefits	10
Enhanced Core Component	11
Purpose	11
Intent.....	11
Who pays for Enhanced Core Benefits?.....	11
Enhanced Core Benefits	11
Customized Component.....	12
Purpose	12
Intent.....	12
Who pays for the Customized Benefits?	12
Customized Benefits.....	12
Benefits Table - Section 1.....	13
FUNDING FORMULA Section 2	16
Introduction.....	16
Calculation of the Funding Formula.....	16
Real Estate Commission	19
Transportation of Family	19
Transportation of Household Goods.....	20
Non-Accountable Incidental Allowance.....	20
Rental Incentive	21
Core Benefit Transferable Savings.....	21
Real Estate Commission Savings	22
Savings from Shipping Fewer Household Goods.....	22
Savings from a Shorter House Hunting Trip	22

Incentive for Staying over a Saturday	23
Savings from Reducing Long Term Storage Costs	23
Movement Grant/Transfer Allowance	23
HOUSE HUNTING TRIP (HHT) Section 3.....	24
Policy	24
Additional Service/ Assistance with IRP	24
Funding Overview	24
Authorization/ Duty Status	24
Travel Time	25
Duration of HHT.....	25
Extended HHT	25
Additional Travelling Expenses for Children.....	25
Travel Status	25
Lodgings	25
Meals and Incidentals	26
Transportation.....	26
Incentive for Staying Over a Saturday.....	26
Savings from a Shorter HHT	27
Commuting for HHT	27
Car Rental – HHT	28
Telephone Calls	28
Child Care.....	28
Boarding of Pets	29
More than One HHT.....	29
Crown Owned Residence	29
Previously Owned Residence	29
Home Inspection trip	29
HHT After Departure/ COS Date/PID.....	30
Unsuccessful HHT.....	30
INTERIM LODGINGS, MEALS AND INCIDENTALS Section 4.....	31
Policy	31
Funding Overview	31
Responsibility	31
Transferee’s Responsibility	31
Relocation Coordinator's Responsibility	31
Manager Responsibility	32
Principle for Reimbursement.....	32
Door-to-Door Moves	32
Benefit.....	32
When Authorized to Move	33
Requests of Authority to Move.....	33
Preparation and Delivery of House- hold Goods.....	33
Additional Days/Pack	33
Awaiting Occupancy	33
Exceptional Circumstances.....	34
Commercial Lodgings	34
Non Commercial and/or Private Lodgings.....	34

Combined Commercial/ Non Commercial:	35
Meals in Excess of 21 Days	35
Lodgings in Excess of 21 Days	35
Transferees with Dependents who Proceed Alone	35
Exception Transferee Proceeding Alone	36
Child Care during Packing and Unpacking	36
TRAVEL TO THE NEW LOCATION Section 5	37
Policy	37
Funding Overview	37
Travel Time	37
Lodgings	38
Hotel/Motel Occupancy Principles	38
Meals and Incidentals	39
Kilometric Allowance	40
Ferry and Toll Charges	40
Selecting the Mode of Transportation	40
RENTAL ACCOMMODATION Section 6	41
Policy	41
Funding Overview	41
Member / Employee Responsibility	41
Rental Incentive	42
Rent or Lease Liability	42
Professional Cleaning of Former Residence	42
Rent in Advance of Move	43
Rental Agency Finding Fees	43
TDRA and Commuting Assistance	43
SALE OF HOME Section 7	44
Policy	44
Funding Overview	44
Time Limit on Sale	45
Occupancy Requirements	45
Lot Size	45
Real Estate Commission	45
Legal Fees	46
Appraisal Fees	46
Mortgage Breaking Penalties	46
Attending Fees or Power of Attorney	47
Temporary Dual Residence Assistance (TDRA)	47
Commuting Assistance	49
Structural Inspection	49
Return Trip to Finalize Sale	50
Return Trip to Effect Move	50
Home Equity Assistance Program	51
Capital Improvements	51
Professional Cleaning of Residence	52
Income Property	52
Private Sale	52

Co-Ownership.....	52
Marketing Incentives	53
Incentive Credited to Customized Component.....	53
PURCHASE OF HOME Section 8.....	54
Policy	54
Funding Overview	54
Time Limit to Purchase	55
Occupancy Requirements	55
Lots and Lot Size	55
New Home Construction	55
Purchase after Move	56
Tour of Duty	56
Non-Admissible Expenses.....	56
Income Properties	56
Co-Ownership.....	57
Loss of Deposit.....	57
Mobile Homes	57
Legal Fees.....	57
Structural Inspection.....	58
Attending Fees and Power of Attorney	58
Mortgage Interest Differential	58
Mortgage Default Insurance (CMHC Fees)	59
Other Provisions	59
Interest on Short Term Personal Loan.....	59
Bridging Loan.....	60
\$25,000 Home Relocation Loan	60
Mortgage Centre	61
Professional Cleaning of Residence	61
SHIPMENT OF MOBILE HOMES Section 9.....	62
Policy	62
Funding Overview	62
Non-Transferable Savings from Core to Customized	62
Responsibility	63
Prohibited Move of a Mobile Home.....	63
Storage	63
Moving from Storage.....	63
Other Service Charges	63
Transit Time.....	64
Transit Time on Unpaved Roads	64
Entitlement.....	64
SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS Section 10	65
Policy	65
Funding Overview	65
Weight Entitlement.....	66
Additional Weight	66
Qualifying Rooms.....	66
Enhanced Core Funding Formula.....	66

Transferable Savings	67
Incidental Expenses	67
Non-admissible Items	67
Storage in Transit.....	68
Long Term Storage	68
Savings from Reducing Long Term Storage Costs - Appliances Only	69
Partial Shipping/ Storage	69
Basic Insurance Coverage.....	70
Additional Insurance Coverage	70
Crating	70
Personal Motor Vehicle	70
Additional Shipping Expenses.....	70
Pets.....	71
Time Off Packing	71
REPRESENTED PUBLIC SERVICE EMPLOYEES Section 11A	72
Incentive to Participate in IRP	72
Grievance Process.....	72
HEAP	72
Home Sale Assistance.....	72
Funding Formula	73
NEWLY APPOINTED EMPLOYEES TO THE PUBLIC SERVICE Section 11B	74
RETIRING MEMBERS Section 12.....	75
OTHER RELOCATION MOVES WITHIN CANADA (RCMP) Section 13A.....	76
Home Equity Assistance.....	76
Pre-Sale Of Principal Residence.....	76
Isolated Postings (I.P.) Under IRP.....	77
UNACCOMPANIED MOVES WITHIN CANADA - All Transferees Section 13B.....	78
Distinction.....	78
Unused Core Benefits	78
Moving from Major Centre to Isolated Post.....	78
Moving from Major Centre to Another Major Centre.....	78
Future Visitation & Future Sale of Home.....	79
EXECUTIVE GROUP (EX) AND GICs - IRP SPECIAL RELOCATION PROVISION	
	Section 14
	80
IRP Application	80
Previous Assistance	80
IRP Assistance for Sale of Home	80
Assistance for Home Search.....	81
Weekend Travel Home Every Two Weeks	81
Incidental Expense Allowances.....	81
Disposal/ Acquisition Cost	81
Examples of Additional Benefits.....	82
Enhanced EX/GIC Services.....	82
RCMP EX Entitlements.....	83

Postings/Relocations Within Canada

Effective Date **1.01** The federal government introduced a new comprehensive relocation program known as the Integrated Relocation Program (IRP) which came into effect April 1, 1999 on a pilot basis. In essence, the IRP replaces the Guaranteed Home Sale Program (GHSP) which expired March 31, 1999 and IRP will be in effect for two (2) years with an option for two (2), one (1) year extensions. This is a revised version of the policy which comes into effect April 01, 2000.

Purpose and Scope **1.02** It is the policy of the government that in any relocation, the aim shall be to relocate a transferee in the most efficient fashion. That is, at the most reasonable cost to the public, yet having a minimum detrimental effect on the transferee and his/her family and on departmental operations.

1.03 The Integrated Relocation Pilot Program is designed to provide the transferee with professional assistance throughout every step of the relocation with the view of presenting the transferee every reasonable opportunity to maximize the available benefits.

The intent is to continue to be guided by the proven and tested principles and dispositions of the Relocation Directive that has been governing Government of Canada moves, except for and to the extent of those dispositions that are specific to this Pilot Program and the current contract with the third party Relocation Services Provider retained to assist with the delivery of this program.

1.04 The revised (pilot) program comprises two (2) components, namely the Core Component which has been subdivided into a Basic Core and an Enhanced Core Component, and the Customized Component. While the utilisation of the Core Component of this program is not mandatory, there is no provision under any circumstances for those items that are not used, to be exchanged or assigned any monetary value which could be added to the Customized Component of the program. **The transferee who chooses not to use the provisions of the Core Component forfeits them.**

Example: A transferee opts not to go on a House Hunting Trip (HHT). That transferee in deciding that he/she will forego the HHT has just forfeited a Basic Core entitlement and will not receive a monetary value for this.

1.05 A transferee desirous of enhancing his/her relocation will initially "draw-down" funds from the Enhanced Core envelope until such time that all the funds therein have been used.

Should all the available funds in the Enhanced Core envelope not be necessary, they will remain with the employer. On the other hand, should the individual requirements exceed the funds available in the Enhanced Core envelope, the transferee will be able to "draw-down" funds from the Customized envelope generated from earned IRP financial incentives and savings. Any unused portion of the earned IRP financial incentives and savings (in the Customized envelope) will be paid to the transferee at the conclusion of the move.

1.06 Enhanced Core benefits are identified in the policy and shall be reimbursed at the discretion of the Departmental National Co-ordinator and will be based on actual and reasonable receipts in keeping within justifiable use of public funds.

1.07 This relocation policy and any limitations thereto are published as policy and not as permissive guidelines. The relocation policy is premised on the reimbursement of actual, reasonable and legitimate relocation expenses. Discretion, be it at the transferee, managerial or departmental level, shall be confined to those provisions where discretion is specifically authorized.

The relocation provisions which generally apply to moves within Canada shall provide only for the transferee's legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances.

1.08 The approval of the Treasury Board is required for payment of relocation expenses not covered by this revised policy or under the terms of the contract with the third party supplier.

1.09 Unless specifically stated otherwise, the standards, rates or allowances and the reimbursement of expenses incurred as authorized in this policy shall be applied to all eligible persons irrespective of age, sex, marital or family status, or disability. Travel and shipment of household goods and effects provisions shall comply with the provisions of the current Travel Directive and the Household Goods Removal Service contract.

Responsibilities

1.10 It is the responsibility of the employer to reimburse the transferee's actual and reasonable relocation expenses, within the limits of this policy when the relocation is made at the request of the employer.

Deputy Heads are responsible for the implementation of this policy within their departmental jurisdiction. The authority to apply any provision or to approve claims may be delegated by the Deputy Head to a Departmental National Co-ordinator, specifically identified for this program. The program delivery costs are to be assumed by user departments as per the approved fee-for-service schedule.

(I). This is intended to assist "management" in the administration of the Integrated Relocation (Pilot) Program (IRP).

(II). Employees who recommend, authorise, interpret, process payment, review and audit expense claims/entitlements are considered as "management" for the purposes of this Policy document and they should be familiar with both the Travel Directive and the IRP Policy prior to the authorization or review of travel expenditures and relocation related expenses.

(III) Line managers and supervisors are encouraged to focus on the correct pre-authorization process put in place during this Pilot - each transferee must be referred to RLRS without the department providing funding assistance from within - it is at this stage that important decisions are made.

Unless the authority to relocate is properly pre-authorized, in accordance with the provisions of the IRP Policy, the transferee is placed at a disadvantage because there is no authority under the Financial Administration Act (FAA) for managers to reimburse expenses that fall outside the negotiated terms of this Policy. There should be no discretion to adjust claims to suit individual situations that are outside the provisions of this Policy.

(IV). Transferees are equally responsible to know that the terms requested and claims must be in accordance with the IRP Policy because these terms and conditions form part of the relocation services contract. The employer will reimburse a transferee for a wide range of relocation expenses. However, these expenses must be directly attributable to the relocation, and must be clearly reasonable and justifiable. They must not upgrade the financial position of the transferee and must be supported by receipts as stipulated within the policy.

The relocation provisions which apply to moves within Canada shall provide only for the transferee's legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances. Expenses incurred because of misinterpretation or mistakes shall not be reimbursed.

(V). Receipts must be original documents or the customer's carbon copy (or monthly statement) of credit card expenditures. Photocopies are not acceptable. This is to ensure the validity of the reimbursement requested and to prevent duplicate reimbursement by the department, or its service provider. A transferee may sign a personal declaration justifying a loss due to exceptional circumstances.

(VI). Each transferee (a public officer under the F.A.A.) is reminded of the requirement established by an Act of Parliament; F.A.A. section 34.1 a. & b.

40 Kilometres Rule

1.11 The general rule is that upon relocation, the new principal residence must be at least 40 km (by the shortest usual public route) closer to the new place of work than your previous residence was. See wording as per section 248 (1) of the *Income Tax Act* below^A.

The formula for calculating the distance^B is:

1. Distance in kilometres between old home and new place of work =km
2. Distance in kilometres between new home and new place of work = ...km
3. Line 1 minus line 2.km

A - Income Tax Act

S. 248(1), the definition "eligible relocation" was added by S.C. 1999, c. 22, s. 80(12), applicable to all taxation years. It reads:

"Eligible relocation" means a relocation of a taxpayer where

- (a) the relocation occurs to enable the taxpayer (i) to carry on a business or to be employed at a location in Canada (...), or (ii) to be a student in full-time attendance enrolled in a program at a post-secondary level at a location of a university, college or other educational institution (...),
- (b) both the residence at which the taxpayer ordinarily resided before the relocation (in section 62 and this subsection referred to as "the old residence") and the residence at which the taxpayer ordinarily resided after the relocation (in section 62 and this subsection referred to as "the new work location") are in Canada, and
- (c) the distance between the old residence and the new work location is not less than 40 kilometres greater than the distance between the new residence and the new work location ..."

B - Canada Customs and Revenue Agency's form T1-M E (99) "Claim for Moving Expenses".

Application

1.12 The Integrated Relocation Program (Pilot) applies to employees/ appointees in the Executive Group (EX) and to Governor in Council appointees (GIC) whose relocation were previously governed under the provisions of the Special Relocation Authorities (chapter 3-2). It is also available to non-represented employees of departments and agencies listed in the Financial Administration Act (FAA) under Schedule I, I.1 and II, and branches of government designated as departments for purposes of the FAA.

Both the Royal Canadian Mounted Police and the Canadian Forces have, for the duration of the IRP Pilot, suspended their separate relocation authorities, to participate in this pilot program.

Invitation to participate in this Pilot Program has been extended to the National Joint Council (NJC) unions. Represented employees can now participate on an optional basis following a National Joint Council decision of January 2000. Represented employees will be given an option to participate in the IRP or the regular Relocation Directive with the clear understanding that once the decision is made for one or the other program, they will be committed to it. **The IRP is not subject to the grievance process.**

1.13 The relocation pilot does not apply to the relocation of a transferee or other person whose relocation is governed by other authorities. Therefore, these provisions do not apply to members of the Senate and House of Commons, judges, members and employees of Boards, Commissions and other Agencies which are separate Employers as per the Public Service Staff Relations Act (PSSRA).

1.14 Term employees (either indeterminate or seasonal full time) appointed to a position for a term of less than 12 months are not entitled to the provisions of this policy. Successive term appointments within the same department or with different departments are not cumulative for relocation purposes.

1.15 The relocation pilot applies to transferees whose relocation is of a permanent nature (not on temporary assignment), normally for a period of more than three years.

Contractor and Location

1.16 Royal LePage Relocation Services (RLRS) has been awarded the contract for the duration of this Pilot and they will provide this service in the following regions:

- 1. Pacific Region (British Columbia, Yukon, Northwest Territories, Nunavut)**
 - 2. Prairie Region (Manitoba, Saskatchewan, Alberta)**
 - 3. Central Region (Quebec and Ontario) with offices in Quebec, Ottawa and Toronto**
 - 4. Atlantic Region (Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island)**
-

Introduction

1.17 This is an outline of the various benefits available to transferees **posted from one place of duty to another within Canada**. The various benefits should be read and understood.

Where the advice given by the third-party relocation consultant contradicts this policy, a request is to be made for the advice to be provided in writing. Subsequently, the Department National Co-Ordinator is to be consulted for clarification on advice provided. **This is very important because expenses resulting from misinterpretation or mistakes will not necessarily be reimbursable.**

The government's objective is to provide its employees with a full range of relocation assistance services in a formula that marries direct reimbursement of expenditures, of which the transferee has little control over, and a "cafeteria style" approach to benefits providing an opportunity for the transferee to select what is best for him/her (within a funding envelope) under his/her own family/unique circumstances.

1.18 This Integrated Relocation Program (IRP Pilot) provides a customized approach for each participant's particular needs. It is an integrated relocation service within Canada to those transferees identified by their departments as requiring enhanced relocation assistance to meet both operational requirements and program objectives and the transferees needs. It will provide federal employees with relocation planning, marketing assistance and destination services along with several other enhanced relocation services.

The “one-stop shopping” concept of this program will ensure access to professional relocation services assistance throughout every step of the transferee’s move.

The program is made up of two components: Core benefits (Basic and Enhanced Core benefits) and Customized benefits.

i. Core Component

Basic Core

The Basic Core Component includes those basic provisions regarding the reimbursement of eligible expenses, such as real estate commissions, legal fees, etc., and includes some enhancements such as relocation planning, destination services, etc.

Enhanced Core

The Enhanced Core Component includes items that can be reimbursed, up to the value calculated from pre-budgeted amounts within the Enhanced Core Component provisions.

ii. Customized Component

The Customized Component includes items that can be reimbursed, up to the value calculated from “savings” or incentives generated/earned from the Core Component provisions, the relocation allowances and non-accountable allowances.

Reimbursable items require receipts and are to be managed to allow the transferee to maximize the effectiveness of the plan according to Income Tax regulations and to allow the employee to benefit from cost-effective rates and services. The IRP program is designed to encourage and facilitate door-to-door moves thereby eliminating the need for TDRA, etc., through improved move management.

NOTE: Ultimately, the transferee makes the final decision to accept or reject the advice provided.

Eligibility

1.19 Unless specifically stated otherwise, the relocation provisions in this policy shall apply to all transferees whenever they are authorized to move household goods and effects on relocations within Canada, from one place of duty to another while respecting the 40km rule specified by Canada Customs and Revenue Agency. Place of duty means the location of the official station or headquarters at or from which the employee's duties are ordinarily performed, or to which an appointee is required to report for duty, and includes any area which, according to local custom, is within commuting distance of the place of duty.

Employees authorized under the Telework Pilot Program in the Public Service to work from their current place of residence instead of being relocated to the new place of work will be subject to the same two year limitation on the reimbursement of relocation expenses applicable to all transferees, (i.e. sale at origin and purchase at destination). Upon early termination of the telework arrangement within the two year period, the Departmental National Coordinator will determine whether participation to IRP should be allowed.

Non-Eligibility

1.20 The relocation incentives described in the Integrated Relocation Pilot Project (IRP) do not apply to transferees authorized to move household goods and effects upon recruitment from outside the Public Service unless specified otherwise in this policy. In some instances, at recruitment, certain benefits are negotiated.

Because of limitations, the newly engaged GOC employee's entitlements are addressed in a separate chapter.

Retirees

1.21 Until further notice, retiring RCMP members will continue to be governed by separate authorities, where applicable.

**Other
Relocation/
Moves Within
Canada**

1.22 Those EX/GIC transferees who are relocated within Canada as a result of personal/operational requirements and will be entitled to very specific services as are clearly indicated in a separate section in this policy.

**Special
Circumstances**

1.23 All requests for reimbursement that fall within the intent of this policy, but whose special circumstances have not been specifically addressed, must be forwarded through normal channels directly to:

- For members of Canadian Forces: to NDHQ/Director Compensation and Benefits Administration (DCBA);
 - For members of the RCMP: to the Departmental National Co-ordinator, Financial Control Section – Finance Branch, Corporate Management Directorate, Ottawa; or
 - For employees of the federal Public Service: the designated Departmental National Co-ordinator, head office.
-

**Overview
Committee**

1.24 An Overview Working Committee has been established to address exceptional cases or circumstances. A subsequent decision from this Committee is binding.

Committee members include representatives from the Treasury Board Secretariat (TBS), the Department of National Defence (DND), the Royal Canadian Mounted Police (RCMP), bargaining agent representation and Royal LePage Relocation Services.

**Spousal
Services**

1.25 Benefits that may be reimbursed under the IRP for spousal assistance services include:

- employment search;
- employment assistance;
- interview travel;
- preparation of CV.

Receipts will be required; a taxable benefit could result from these reimbursements – subject to Canada Customs and Revenue Agency policy and guidelines.

1.26

Basic Core Component

Purpose

The purpose of this section is to describe the Basic Core Component and the various benefits available to transferees when being relocated from one place of duty to another place of duty within Canada.

Who pays for Core Benefits?

Basic Core benefits within described parameters are 100% funded by the department unless specifically stated otherwise. Example: A transferee who incurs real estate commission expenses for \$15,000 would be reimbursed the \$15,000.

What else is covered under Basic Core?

In addition to the basic relocation related reimbursable entitlements, a transferee will also receive professional counselling such as relocation planning, door-to-door moves, destination services including information on the new location such as schools, churches, medical and recreational facilities, etc.

Basic Core Benefits

The following is an overview of Basic Core benefits available to transferees. Full information on the conditions and limitations of a particular benefit are included in the appropriate section of the policy document.

An overview:

<input type="checkbox"/> Appraisal Fees - sale of home	<input type="checkbox"/> Mortgage breaking penalties - non-portable mortgages only.
<input type="checkbox"/> Car rental - HHT	<input type="checkbox"/> Mortgage interest differential on purchase (non-portable mortgage)
<input type="checkbox"/> Car Shipment - 1 PMV	<input type="checkbox"/> Real Estate Commission
<input type="checkbox"/> Child care	<input type="checkbox"/> Rent in advance of a move
<input type="checkbox"/> Cleaning of one residence	<input type="checkbox"/> Rent and lease liability
<input type="checkbox"/> Counselling - relocation planning, destination orientation, etc.	<input type="checkbox"/> Rental Agency finding fees
<input type="checkbox"/> Equity loss (Max. \$15,000 CF, RCMP) (EX equivalent in section 14)	<input type="checkbox"/> Shipment of household goods 20,000lbs/9,071.94kg
<input type="checkbox"/> House Hunting Trip	<input type="checkbox"/> Shipment of mobile homes with limitations
<input type="checkbox"/> Interim lodgings, meals & incidentals	<input type="checkbox"/> Storage in transit (60 days)
<input type="checkbox"/> Legal Fees - acquisition of home	<input type="checkbox"/> Structural inspection - purchase
<input type="checkbox"/> Legal Fees - sale of home	<input type="checkbox"/> TDRA (Max. \$1,000/month x 6 months)
<input type="checkbox"/> Long Term Storage (I.P./LDP only)	<input type="checkbox"/> Telephone calls - HHT

1.27

Enhanced Core Component

Purpose

The purpose of this section is to explain the Enhanced Core Component and the various benefits available to transferees when being relocated from one place of duty to another place of duty within Canada.

Intent

The Enhanced Core Component is to provide transferees with enhancements to their move by providing receiptable reimbursements for those benefits not payable under Basic Core but are an enhancement to the Core provisions.

Who pays for Enhanced Core Benefits?

The Department provides funding for this component by applying the formula:

- 35% of the real estate commission for a homeowner (renters get 100% of \$1000);
- 35% of the transportation cost (one way); and
- 35% of the shipping cost of household goods (1,000lbs/ 453.60kg)/ qualifying room based on zone-to-zone policy centre rates.

All unused funds are retained by the department.

Enhanced Core Benefits

See table at the end of this Section for a listing of what constitutes Enhanced Core benefits.

This funding is the Department's money provided to transferees to "enhance the move" by paying for benefits not payable under Basic Core. Since this money is funded for the sole purpose of enhancing the move, **unused or remaining funds shall be retained by the Department and are not payable to the transferee.** All customized expenditures shall be charged against the Enhanced Core funding envelope first, and any expenditures in excess of the Enhanced Core envelope shall be funded through the transferee's Customized funding envelope.

Reimbursement of expenditures is subject to policy limitations/ reasonable expenses in keeping within justifiable use of public funds.

1.28

Customized Component

Purpose

The purpose of this section is to describe the Customized Component and the various benefits available to transferees when being relocated from one place of duty to another place of duty within Canada.

Intent

The Customized Component is intended to provide transferees with the ability to be reimbursed for other elements of a move that are not necessarily included under the Core Component. These claims allow the transferee the flexibility to choose that which is best suitable for his/her relocation needs.

Who pays for the Customized Benefits?

The funding for this component is derived directly from incentives optioned by the transferee and specific savings qualifying within described parameters generated by the transferee within the Core Component.

Example: A transferee could earn a credit of up to \$250 in the Customised envelope for not utilising the maximum days allowable on a HHT; or utilising a Saturday night stop-over at destination.

See sections 2.4 and 2.9 for formula computation.

Customized Benefits

See appropriate policy provisions for application and limitations.

1.29

Benefits Table - Section 1

The following table lists the Core benefits available to a transferee:		
RELOCATION BENEFITS	CORE	
	BASIC	ENHANCED
1.1 Relocation Planning:		
Explanation of the mobility program	X	
Presentation of program benefits and options	X	
Presentation of transferable values and their application	X	
Provide financial tools to evaluate renting vs buying	X	
Provide counselling on importance of door-to-door move	X	
Provide counselling on the multiple aspects of the move	X	
Counsel on when HHT should be taken, pre-search requirements	X	
Provide liaison service for GTS and HGRS	X	
1.2 Destination Orientation:		
Provide information consultation on new location/community	X	
Provide guidance on securing accommodation (rent/purchase)	X	
Provide information on market values and trends at destination	X	
Provide information on new neighbourhood, schools, special facilities, commuting services, senior homes, etc.	X	
Assist in pre-qualifying for HHT (housing requirements and financial considerations)	X	
Assist in preparing home/rent search plan and link-up at new locale	X	
Counsel on pre-approved mortgage	X	
Recommend realtors and brief on the range of services to be expected - "open broker policy"	X	
Counsel on signing agreements with purchasing agents for newly built, sale by owner properties, etc.	X	
Recommend lawyers and brief on the range of services to be expected - "open broker policy"; list of reimbursable disbursements	X	
Recommend financial institutions and brief on penalties and options, range and level of services to be expected - "open broker policy"	X	
Recommend building inspection firms and brief on the range and level of services to be expected	X	
Counsel on limitation of fees payable under IRP	X	
Counsel on Offer-to-Purchase process	X	
Counsel on exceptional circumstances	X	
Provide information on basic leases, penalties, lease terms, etc.	X	
1.3 House Hunting Trip:		
Car Rental (upgrade from compact available via Enhanced funding)	X	X
Child Care (expenses above Basic Core are funded from the Enhanced section)	X	X

Extended HHT (additional 2 days + 2 days)		X
House Hunting Trip - Extra Expenses for Children		X
RELOCATION BENEFITS	CORE	
	BASIC	ENHANCED
HHT duration Expenses (5 days – 5 nights)	X	
Telephone Calls (expenses above Basic Core funded from Enhanced section)	X	X
1.4 Interim Lodgings, Meals and Incidentals:		
Lodgings, Meals and Incidentals (each authorized day)	X	X
Lodgings, Meals and Incidentals (extended family)		X
1.5 Travel To New Location:		
Transportation and Travelling Expenses	X	
Transportation and Travelling Expenses – Extended Family		X
1.6 Rental Accommodation:		
Professional Cleaning of Former/New Residence (\$100) - see sect. 6.9	X	X
Rent and Lease Liability	X	
Rent in Advance of a Move (30 days Basic)	X	X
Rental Agency Finding Fees	X	
1.7 Sale/Disposal of Home:		
Appraisal Fees on Sale of Home - 2 appraisals; corporate rates	X	
Attending Fees (actual and reasonable)	X	
Capital Improvements – per Income Tax Act		X
Equity Loss (capped @ \$15,000. Balance from Customized envelope)	X	X
Legal Fees and Disbursements (established rates)	X	
Marketing Incentives		X
Mortgage Interest Differential Penalty - non-portable mortgage	X	
Mortgage Paydown Penalty - non-portable mortgage	X	
Mortgage Paydown Penalty		X
Mortgage Interest Differential on Sale		X
Professional Cleaning of Former/New Residence (\$100)	X	X
Real Estate Commission	X	
Structural Inspection on Sale of Home		X
TDRA * limitations apply	X	X
Property Management Services (see section 7.26)		
1.8 Purchase of Home:		
Interest on short term loan -deposit for the purchase <i>see section 8.28</i>	X	
Access to The Mortgage Centre	X	
Bridging Loan - interest <i>see section 8.30</i>		X
Legal Fees and Disbursements on Purchase of Home	X	
Attending fees - see section 8.22	X	
Mortgage Default Insurance (CMHC Fees) - see section 8.24		X
Mortgage Interest Differential (up to 5 years; up to \$5,000)	X	
Power of Attorney	X	
Structural Inspection (on purchase of home)	X	
Follow-up inspections - see section 8.20	X	
\$25,000 Home Relocation Loan		X

Professional cleaning - see section 8.33	X	X
RELOCATION BENEFITS	CORE	
	BASIC	ENHANCED
1.9 Additional Benefits		
Additional Insurance – Motor Vehicles		X
Adjustments and Alterations to Furniture and Fixtures		X
Boarding of Pets		X
Car Shipment (Car Storage not permissible) (1 vehicle)	X	
Counselling Services – Extended Family		X
Crating		X
Duplicate Housing or Commuting Assistance		X
Home Renovations for Disabled Members and Dependents		X
Incidental Shipping Expenses		X
Miscellaneous Shipping Expenses		X
Property Management Fees (Former Home)		X
Shipment of Second/additional Family Motor Vehicle		X
Shipment of Recreational Vehicle		X
Shipment of Boats, Motorcycles, and ATV's		X
Shipment of Trailers		X
Shipment of Mobile Homes (with limitations)	X	
Shipment of Antiques and Works of Art		X
Shipment of Pets		X
Spousal Employment Search		X
Spousal Curriculum Vitae and Interview Travel		X
Storage in Transit - over Basic Core		X
Shipment: Furniture & Effects - Basic Core up to 20,000lbs/9,071.94kg	X	X
Long term storage (core under IPD or LPD / customized otherwise)	X	X

NOTE: See appropriate sections for description, policy rate limitation and policy application.

Introduction

2.01 The funding formula establishes the amount of funding that the department has made available to a transferee as Enhanced Core and Customized Component benefits. It is based on an individual amount since a variety of factors may differ from one transferee to another.

2.02 The Customized Component can be increased as a direct result of specified additional savings from the Core Component that the transferee can generate in the move.

2.03 Upon completion of the move or the 12 month time limitation whichever comes first, any residual amount from the Customized Component that cannot be applied to non-taxable reimbursable expenses as per Canada Customs and Revenue Agency guidelines, are to be paid to the transferee as a taxable benefit.

Calculation of the Funding Formula**2.04**Enhanced Core:

The Enhanced Core funding envelope is determined by adding 35% of the Real Estate Commission (homeowner) or 100% of \$1,000 (renter), 35% of the transportation cost (one way) - transferee and dependants, and 35% of cost to ship 1,000lbs (453.60kg)/qualifying room based on a zone-to-zone matrix.

Unused funds within this envelope are retained by the department and will not be made payable to the transferee.

Customized funding:

This is determined by adding the various transfer allowances/grants, earned IRP incentives and all earned transferable savings.

Many of the factors are variable, and it is very common for two transferees, in basically the same situation, to have different amounts available in Customized benefits.

2.05 The intent is to allow transferees to seek reimbursement for reasonable and recognized reimbursable expenses allowable by Canada Customs and Revenue Agency for those items listed up to the limit of funds available in the Enhanced Core and Customized Components.

2.06 Invoices for the delivery of services will be paid from funds accumulated in both the Enhanced Core and Customized Components up to, but not exceeding the allocated funds therein.

2.07 The transferee will have final decision on how the Enhanced Core and Customized Components' funds are expended.

2.08 The Contractor is tasked with assisting the transferee by explaining where the allocation of allowable relocation expenses can best be used to maximize taxable benefits and allow for the ease of personal income tax filing.

2.09 The calculation formula follows:

OVERVIEW SUMMARY	
2.09	ENHANCED CORE FUNDING FORMULA
Real estate commission ^a	_____ x 35% =
Renters allowance: \$1,000 @ 100%.	_____
+ Transportation cost - one way (transferee and dependants)	_____ x 35% =
+ Cost of shipping 1000 lbs. (453.60kg) of household goods per qualifying room ^b (zone-to-zone matrix)	_____ x 35% =
Total Enhanced Core Funding: _____	
CUSTOMISED FUNDING FORMULA	
<u>Allowances/Incentives:</u>	
+ Non-accountable incidental allowance; or EX/GIC only, Incidental expense allowance in lieu of \$650	\$650
<i>Incentive for not selling home:</i>	
+ 80% of Real Estate commission for not selling home (Max. \$12,000/maximum appraised value \$300,000) ^c	_____
+ Rent Incentive (\$1,000 -renters/homeowners)	= _____
Sub-total: _____	
TRANSFERABLE SAVINGS TO CUSTOMISED ENVELOPE	
+ 80% of cost savings resulting from shipping household goods below the threshold (1000lbs [453.60kg] – room (<i>HGRS contract</i>))	_____
+ 80% of cost savings resulting from not using long term storage for major appliances – max 24 months (<i>HGRS contract</i>)	_____
<i>HHT incentive:</i>	
+ \$250 for flying and staying over on Saturday at destination; or ILM&I savings for unused days (max \$250., taxes included.)	_____
Sub-Total: _____	
TOTAL Customized Funding Envelope: _____	

- a. **Based on appraised value; homeowners only** (maximum transferable per homeowner \$5,250.)
- b. **Qualifying rooms** - (kitchen, bedrooms, living room, recreation room, family room, dining room, basement, garage (not condos and apartments), out building (limit of one), storage room (separate from apartment); weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from weight factor;(1 kg=2.2046 lb).
- c. **Entitled to a credit of 80% of the Real Estate Commission (Corporate rate) that would have been payable if house was sold; it is recommended that this be applied to property management fees.**

NOTE:

- 1. RCMP transferees will have their move grant/transfer allowance flow to the Customized Component - see 2.16-2.17.
- 2. Unused credits in the Enhanced Core envelope, are not transferable to the Customized Envelope.

Real Estate Commission

2.10 The first element used to calculate the Enhanced Core Funding envelope is the real estate commission that would apply if a transferee's home was sold at the established appraised value.

Home owner:

Formula: 35% x real estate commission based on appraised value to a maximum of \$5,250 (applicable taxes excluded).

Renters:

2.11 A renter at origin will be credited with \$1,000 in the Customized envelope.

NOTE: The expenses associated with buying /selling a home are far greater than those of renters disposing of or acquiring rental accommodation.

Transportation of Family

2.12 The second element used to calculate the Enhanced Core Funding envelope is the cost of one-way transportation to the new place of work location. For calculation purposes only, the funding will be based on the distance, one-way, between the former and new place of work as determined by the policy centre, multiplied by the Department of Finance higher kilometric rate, multiplied by the number of employee's dependants and the employee, multiplied by 35%.

Formula: 35% x (distance x higher kilometric rate x number of dependents + transferee)

Example:

A family of four is being relocated and the road distance between the current place of work and the new location is 3,000km. The amount that would be transferred to the funding envelope today (Department of Finance Rate) is:

$$3,000\text{kms} \times 4 = 12,000\text{kms} \times \$0.35 = \$4,200 \times 35\% = \$1,470$$

**Transportation
of Household
Goods**

2.13 The third element used to calculate the Enhanced Core Funding envelope is based upon the cost of shipping an average of 1,000 lbs/453.60 kg household goods per unit/room from one location to another based on a zone-to-zone matrix. **Does not include the shipment of vehicles for calculation purposes.**

2.14 Qualifying Rooms Include: kitchen, bedrooms (including bedrooms in finished basement), living room, recreation room, family room, dining room, basement, garage – not condos and apartments, out-building/storage shed (limit of one), storage room (separate from apartment. **See section 10.10**

2.15 A transferee who shares accommodations is entitled to shipment of HGE weight factor based on the rental formula. i.e. 3 people rent a 3 bedroom house and rent is based on “the/a room”, then the transferee is entitled to the weight factor of 1 (one) room. If however, the rental formula is based on the entire premises divisible by the number (3) of shared tenants, then the transferee is entitled to 1/3 of the entire number of rooms.

This applies to articles shipped under Core which the moving firm will accept on a straight-weight basis only (policy centre confirmed rates).

NOTE: In those exceptional cases where labourers are flown into remote communities for packing, etc., this cost will be excluded from the formula configuration being used.

**Non-
Accountable
Incidental
Allowance**

2.16 All transferees will receive a \$650 non-accountable incidental allowance credited to the Customized Funding envelope. This is meant to defray miscellaneous incidental expenses associated with the relocation. Each transferee must sign a statement verifying that these expenses were incurred. No receipt is required. See section 10.15 for enhancement clause.

2.17 EX and GICs only, can claim the incidental expense allowance in lieu of the \$650 as per their previous separate authorities, normally the equivalent of:

GOC EXs incidental calculation based on factor:
gross annual salary/52.176 x 4 (weeks).

RCMP's EXs incidental calculation based on factor of 1/12 of
gross annual salary

NOTE: Discuss with RLRS consultant, Canada Customs and Revenue Agency's requirements.

Rental Incentive

2.18 All transferees who elect to move into rental accommodation at the new location may also receive a rental incentive of \$1,000.

NOTE:

- (1) Transferees moving into Official Residences designed for special functions **do not** qualify for this incentive; and
- (2) Transferees moving into accommodations (rental apartments, condo rentals, Crown Homes, etc.) qualify for this incentive.

2.19 Transferees have up to two years to purchase a replacement residence. Therefore, renters who anticipate purchasing within the two years and wish to claim legal fees may waive the rent incentive and claim legal fees within the time limits. Prior to the file closure, if the transferee confirms that the rent incentive will not be taken, this benefit is thereby forfeited forever.

However, once the transferee has decided to accept the rent incentive, no adjustments shall be made and the transferee is no longer entitled to claim legal fees on purchase.

NOTE: Upon accepting the rental incentive, a transferee's "status" is frozen for a period of four (4) years (i.e. in as a renter, out as a renter). However, this limitation may be lifted where, within the four year period, the transferee is relocated at the request of the employer (imposed move; employer demand), and where the move meets other IRP related criteria such as the 40 km rule. Under these circumstances, an employee who initially accepted the rental incentive and subsequently purchased a home may be relocated as a homeowner although the subsequent relocation occurs within the four (4) year period.

Core Benefit Transferable Savings

2.20 Transferees may increase their Customized-funding envelope by realizing savings in the following ways:

- **Opting to rent their former home instead of selling it**
 - **Shipping fewer household goods**
 - **Reducing long term storage costs**
 - **Reducing the length and cost of House Hunting Trip/staying over on Saturday @ destination.**
-

**Real Estate
Commission
Savings**

2.21 Transferees who elect not to sell their homes at their former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded). The amount payable is calculated on the appraised value at pre-negotiated corporate real estate commission rates, capped at \$12,000.

Example: Average appraised value of home is \$300,000 max.

The commission at 5% is \$15,000. Hence, a transferee could transfer \$12,000 (i.e., \$15,000 x 80%) from the Basic Core to the Customized-funding envelope. – This could be applied to property management.

See Unaccompanied moves section on opting not to sell.

**Savings from
Shipping Fewer
Household
Goods**

2.22 Transferees who ship household goods and effects below the established weight threshold may transfer, to their Customized Funding envelope, 80% of the savings resulting from shipping weight below this threshold.

2.23 The calculation will be based upon the actual weight shipped vs the threshold amount (policy centre confirmed rates).

Note: Departmental Co-ordinators shall provide RLRS with a copy of the moving companies' final billing which clearly indicates the actual weight shipped. In the interim, transferees must provide, at the earliest possible date, a copy of their bills of lading to RLRS for funding computation.

2.24 For the purposes of determining savings when shipping fewer household goods and effects, a maximum weight threshold of 1000 lbs./453.60 kg per qualifying room has been established. See **2.14** for qualifying rooms.

**Savings from a
Shorter House
Hunting Trip**

2.25 Transferees, who opt to drive (650 km or less one-way) and have completed the HHT in less than the normal length HHT of 5 days, may transfer 100% of all lodging, meals, and incidental savings for unused days (capped at \$250) to the Customized-funding envelope. For calculation purposes a normal length HHT consist of the following:

- 5 days meals (HHT) + 2 days (travel status)
- 5 nights lodgings (HHT) + 1 night lodgings (travel status)

Example: A transferee and spouse who departed on Sunday and returned on Thursday would have used 3 days meals and 3 night's lodgings. Therefore, the transferee could transfer the cost of 2 days meals and 2 night's lodgings and 2 days incidentals up to a maximum of \$250 to their Customized-funding envelope - savings rates based on cost for previous days utilised.

Incentive for Staying over a Saturday

2.26 Transferees who are flying and arrange their itinerary so that they are able to stay over a Saturday night save the Department in reduced airfare costs. This is based upon return full fare economy airfare, based on point of origin to final destination, direct/non-stop (except when the carrier forces a connection/stopover such as flight from Halifax to Whitehorse). **Stay over must be at destination, not en route.** Transferees in these cases may receive \$250 into their Customized funding envelope.

NOTE:

- **Does not** apply to a transferee who is compensated (overtime/double time salary payment) for being in travel status.
 - **Does not** apply to transferees relocating into Crown homes or facilities!
 - DND and RCMP members who take advantage of “service-flights/charters” when appropriate/applicable **qualify** for the \$250 saving incentive.
-

Savings from Reducing Long Term Storage Costs

2.27 Transferees who are posted to an Isolated Post and into Crown accommodation where it is impossible to normally accommodate their major appliances are entitled to long Term Storage at public expense.

2.28 Those transferees who make alternate arrangements and decide not to store their major appliances, may transfer 80% of the savings resulting from not having to store their fridge, freezer, stove, washer, dryer, and/or dishwasher, to their Customized Funding envelope.

NOTE: These appliances have a reduced life expectancy as a result of long term non-usage. For transfer value purposes, the saving is to be calculated on the weight/volume (industry averages) of the items, based on the actual duration of the storage requirement up to a maximum of 24 months (policy centre confirmed rates).

Movement Grant/Transfer Allowance

2.29 Those transferees who also receive a relocation allowance under separate authority:

- RCMP members will receive an allowance equivalent to 1/12 salary added to the Customized Component.
 - For members of Canadian Forces, the regulations concerning eligibility and amounts are contained under separate authority added to the Customized Component.
-

Policy

3.01 It is the policy of the Department to provide a transferee with the opportunity to secure suitable accommodation at the new place of duty.

Additional Service/ Assistance with IRP

3.02 IRP provides the additional service/assistance such as home search, etc., as outlined in the following pages.

3.03 A successful HHT should result in most moves being door-to-door, hence, considerably reducing the cost for interim lodgings, meals, and incidental expenses and eliminating unnecessary storage in transit costs.

Funding Overview

3.04 The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Return Transportation	Transferee and Spouse	Children and/or Extended Family
Lodgings, Meals, and Incidentals for 5 + 2 days and 6 nights	Transferee and Spouse	Children and/or Extended Family
Extended HHT (2) days-Family issues (see section 3.8)		Transferee, Spouse, Children and/or extended family. Lodgings and meals.
Extended HHT (2) days- Finding elder care accommodation		
Rental Car	Compact - 6 days	Upgrade/costs over basic Core
Telephone Calls	Local	Long Distance
Child Care	Actual expenses within limitations	Expenses above Basic Core funding
Boarding of Pets		Actual expenses

Authorization/ Duty Status

3.05 Before proceeding on an HHT, prior approval must be received from the Commanding Officer (RCMP/DND), to proceed on duty travel. Public Service personnel are subject to the receiving manager's approval. Transferees are deemed to be on duty travel for the normal duration HHT (5+2 days). Annual leave will be used for extended periods.

Travel Time

3.06 Total travel time shall not exceed two days, except when distances and/or connections are such that the total return journey cannot be accomplished in that period. In such cases, additional travel time shall be authorized by the Departmental National Co-ordinator and those expenses paid from Basic Core.

However, additional travel time and related expenses, resulting from the transferee selecting a different mode of transportation other than that which would normally have been used, will be funded from the Customized envelope. Personal leave will be used for these additional days.

Duration of HHT

3.07 A transferee or spouse, or both, may be authorized a HHT of up to 5 days (5 nights) duration at the new location. The total duration of the HHT shall not normally exceed 7 days (6 nights) total, including travel time.

Extended HHT

3.08 Transferees may use funds from the Enhanced Core Component to extend the duration of their HHT by up to 4 days as follows:

- Family Issues – a maximum of 2 days for locating day care, school, and/or making specialized medical arrangements; and/or
 - Finding Accommodation – a maximum of 2 days to find suitable accommodation (other than principal residence) such as elder care facilities.
-

Additional Travelling Expenses for Children

3.09 Transferees who wish to have their children accompany them on a HHT may do so by utilizing funds from the Enhanced Core Component subject to the availability of funds.

Travel Status

3.10 Reimbursement of allowable HHT expenses for transportation, lodgings, meals and incidental expenses (only one incidental expense paid per couple) shall be paid as if the transferee or spouse, or both, were in travel status.

Lodgings

3.11 Transferees shall be reimbursed actual and reasonable lodging expenses within the prescribed rates as follows:

3.12 Basic core

- Transferee and/or Spouse – a maximum of 6 nights (inclusive of travel time)

3.13 Enhanced core

- Transferee and/or Spouse – up to an additional 4 nights **see 3.8**
 - Children and extended family – up to a maximum of 10 nights
-

Meals and Incidentals

3.14 Transferees shall be paid the daily meal allowance reflective of the current Travel Directive rates per person per day plus only one incidental allowance per family unit per day as follows:

3.15 Basic core

- Transferee and/or Spouse – 7 days maximum inclusive of travel time.

3.16 Enhanced core

- Children and/or extended family - a maximum of 11 days.
- Transferee and/or Spouse - a maximum of 4 days **see 3.4**

Transportation

3.17 Transferees shall be provided with the most practical and economical return transportation from the old place of duty to the new location for each authorized person as follows:

3.18 Basic Core

- Commercial Transportation – Transferee and spouse
- Private Motor Vehicle mileage reimbursed at Dept. of Finance Canada high kilometric rate - not to exceed the cost of commercial transportation (one way) that would normally have been used.
- Motorcycles are reimbursed at 60% of the kilometric rate.

3.19 Enhanced Core

- Commercial Transportation – Children and Extended Family

Incentive for Staying Over a Saturday

3.20 Transferees who are flying and arrange their itinerary such that they are able to stay over a Saturday night at destination only (not en route), save the department in reduced airfare costs. This is based upon return full fare economy airfare from point of origin to final destination, direct/non-stop (except when the carrier forces a connection/stopover) (policy centre driven rates). Transferees in these cases may receive \$250 into their Customized-funding envelope. Transferees who utilize service flights/charters also qualify for this \$250 incentive.

OR

Savings from a Shorter HHT

3.21 Transferees who opt to drive (650 km or less one-way) and have completed the HHT in less than the normal length HHT of 5 days, may transfer 100% of all lodging, meals, and incidental savings for unused days (capped at \$250) to the Customized-funding envelope. For calculation purposes a normal length HHT consists of the following:

- 5 days meals (HHT) + 2 days (travel status)
- 5 nights lodgings (HHT) + 1 night (travel status)

Example: Transferee and spouse depart Sunday and return on Thursday. Having used 3 days' meals and 3 nights' lodgings, the transferee could then transfer the savings for 2 days' meals, 2 nights' lodgings and 2 days of incidentals (1 incidental /family) up to a maximum of \$250 to the Customized envelope.

Commuting for HHT

3.22 Short-distance moves: Commuting at the end of a regular work day/shift is subject to discussion/consultation with regional Co-ordinators.

3.23 A transferee while commuting can conduct an HHT. However, mileage claims, meals and incidentals under Basic Core is restricted to a maximum of 5 days.

Example: A transferee cannot keep on driving every weekend for a month, from Montreal to Ottawa and claim HHT mileage - one mileage claim only. The maximum number of days is 5days for HHT.

HHT Savings :

3.24 **Savings incentive not applicable** to transferees moving into Crown housing facilities; CF and RCMP members are expected to take advantage of "service flights/charters" when appropriate.

**Car Rental –
HHT**

3.25 Transferees will be reimbursed actual and reasonable expenses as follows:

Basic Core

The cost of a rental car (compact sized) including gas, collision damage waiver insurance (secured at no cost with use of Individual Travel Card (ITC)), toll charges and parking for 6 day.

Enhanced Core

Upgrades and cost over Basic Core

3.26 A flat rate fee of \$45.00 (inclusive of taxes and insurance) for renting a compact (South of the 60th parallel) will be reimbursed from Basic Core; see note.

Actual rental cost for a compact will be applied for those areas North of the 60th parallel – see note.

NOTE: Upon presentation of an original receipt to Royal LePage Relocation Services, the actual policy cost for renting a compact car will be reimbursed.

Telephone Calls

3.27 Transferees will be reimbursed actual and reasonable telephone calls as follows – receipts to be provided if available:

Basic Core

- Local telephone call expenses incurred by members during the course of house hunting (i.e., to real estate agents, rental agencies, etc.).

Enhanced Core

- Long-distance telephone calls home.
-

Child Care

3.28 Transferees accompanied by their spouse/single parents who have left dependant children under 16 years of age at home (or over 16 years of age provided the child is incapable of caring for themselves due to a physical or mental disability), may be assisted with child care costs.

3.29 Transferees may be reimbursed up to 7 days from Basic Core for child care costs additional to existing child care arrangements based on a maximum per night whether applicable to one child or more:

Basic Core

- An allowance of \$25/night (for all children, not per child), for nannies/housekeepers, a friend or relative (receipts not required); or
- Up to \$30/night (for all children, not per child) for individuals who provide child care as a regular source of income and who do not reside with the family (receipts required); or
- Up to \$55/night (for all children, not per child) for a bonded sitter provided by a company in the business of providing child-care services (receipts required).

Enhanced Core

- The transferee can cover additional expenses from the Enhanced Core Component subject to availability of funds.

**Boarding of
Pets**

3.30 A transferee may be entitled to reimbursement of actual expenses from the Enhanced Core Component for the boarding of pets while on HHT.

**More than One
HHT**

3.31 A transferee may take more than one HHT but any costs in excess of the Basic Core 5 day HHT must be funded from the Customized Component envelope.

**Crown Owned
Residence**

3.32 When a transferee is required to occupy an “Official” Crown-owned or leased accommodation associated to special functions, **no HHT shall be authorized.**

**Previously
Owned
Residence**

3.33 Transferees who plan to re-occupy a currently owned residence at the previous place of employment, are not entitled to a HHT. However, an entitlement exists under the Basic Core Component for a Home Inspection Trip for either the transferee or spouse.

**Home
Inspection trip**

3.34 Transferees/spouses (one person only) will be provided with return transportation to make ready a property for re-occupancy. Reimbursement will be provided from Basic Core for 2 days travelling expenses, 3 nights accommodation, and 2 days meals and incidentals.

3.35 HHT/Home Inspection travel must be approved by the CO who has the authority to approve additional travel days for those areas that may require longer travel time. The Departmental National Co-ordinator/Commanding Officer must provide approval prior to a member departing on HHT/Home Inspection.

3.36 Example: Being relocated from Winnipeg to Ottawa and transferee will re-occupy home in Ottawa. Transferee flies on Monday, inspects home and arrange repairs, etc., on Tuesday and Wednesday, and returns to Winnipeg on Thursday. He/she is entitled to 3 nights hotel cost, 4 days meals and incidentals plus appropriate transportation cost.

NOTE: Transferees who take a HHT and subsequently re-occupies their previously owned home, will be required to reimburse all HHT related expenses (less the Home Inspection expenses), and any credits transferred to the Customized envelope.

**HHT After
Departure/
COS Date/PID**

3.37 Where no HHT was utilized in advance of the Change of Strength (COS) date/Posting Implementation Date (PID)/departure date, the transferee may be reimbursed reasonable HHT expenses such as child care/car rental, while occupying Interim Lodgings at the new place of duty.

**Unsuccessful
HHT**

3.38 The purpose of a HHT is to secure accommodation and to limit the amount of Interim Lodging, Meal and Incidental (ILM and I) expense. A transferee who did not have a successful HHT will be limited in the amount of ILM & I he/she may receive. Additional HHT days must be approved by the departmental National Co-ordinator and such funding for the additional HHT is to be provided from the Customized Component.

NOTE: In the above case, ILM & I will be limited by the number of days in which living expenses were paid during the Basic HHT.

Canadian Forces (CF) transferees have two options:

- Proceed to their new place of duty on a restricted or on an imposed restricted basis thereby leaving their family at the old place of duty;
 - or**
 - Request that the restriction be lifted thereby allowing the transferee to proceed with his/her family to the new place of duty.
-

Policy

4.01 It is the policy of the Government to reimburse transferees for Interim Lodgings, Meals and Incidental (ILM&I) expenses while effects are packed and unpacked, and during periods in which they are necessarily separated from their household goods.

4.02 See table 4.13 for reimbursable period of interim accommodation.

Funding Overview

4.03 The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses:

Benefit	Core Funding	
	Basic	Enhanced
Lodgings, Meals, and Incidentals for each authorized day	Transferee, Spouse and Children	Extended Family Beyond 35 days**

**** Departmental National Co-ordinator solely responsible to authorize ILM&I beyond 35 days**

Responsibility

4.04 It is incumbent upon the transferee and the RLRS Relocation Consultant to maximize as much as possible, the incidence of door-to-door moves. Responsibility for ensuring the effective use of ILM&I is three fold involving the:

- **Transferee;**
- **Relocation Consultant; and**
- **Commanding Officer/manager.**

Transferee's Responsibility

4.05 Transferees have to ensure that the move of their Dependents' Household Goods and Effects (HG&E) are coordinated as closely as possible with their Change of Strength (COS)/PID date, the disposal of their old residence (either rented or owned) and the occupancy of their new residence.

4.06 Transferees are expected to seek out and occupy self-contained accommodation as soon as possible on arrival at the new place of duty and vacate the higher priced hotel/motel type accommodation. Luxury accommodation shall not be used.

Relocation Coordinator's Responsibility

4.07 Departmental Relocation Coordinators of both the departing and arriving locations are to provide to RLRS, all relevant information to assist in the coordination of the transferee's move. They must be actively involved in the proper planning of House Hunting Trips (HHT) to maximize the opportunities of success and to minimize the time spent in interim accommodation.

**Manager
Responsibility**

4.08 Managers shall allow flexibility of reporting dates to enable the transferee to coordinate relocation activities effectively and in the most cost-effective manner.

**Principle for
Reimbursement**

4.09 Approval to occupy interim accommodation is not automatic nor is it an entitlement.

If the receiving manager is satisfied that a transferee is unable to occupy the new home for reasons beyond his/her control (furniture and effects have not arrived or accommodation is not available), and assistance is required, the manager must request authority from the Departmental National Co-ordinator to grant reimbursement of interim accommodation.

4.10 The principle for reimbursement of ILM&I expenses: Expenses will be reimbursed only for the period the transferee remains necessarily separated from the household goods and effects; or permanent accommodation has not been obtained/occupied and suitable alternate accommodation is not available.

4.11 Transferees who must remain in interim lodgings as a result of delays in the delivery of their household goods and effects caused by the department or its contracted agents, will be reimbursed actual and reasonable expenses within prescribed limits for the entire period that the transferees are awaiting the delivery of their HG&E.

**Door-to-Door
Moves**

4.12 When the shipment of Household Goods and Effects and the arrival of the transferee and dependants is properly coordinated with the availability of accommodation, the need for interim accommodation and meals is limited as per the table that follows.

Benefit

4.13 Transferees will be reimbursed actual and reasonable expenses within the prescribed rates or provided with an allowance or both as follows:

Pack, Load and Clean	Awaiting Household Goods and Effects and/or Accommodation	Unload and Unpack
<ul style="list-style-type: none"> • Lodgings – 3 nights • Meals – 3 days • Incidentals 	<ul style="list-style-type: none"> ❖ Lodgings: Up to 21 nights <i>less</i> any pack/load and unload/unpack days paid; ❖ Meals – Up to 21 days <i>less</i> any pack/load and unpack/unload days paid. ❖ Incidentals - see section 4.16. <p>Note: In exceptional cases, 14 additional days (lodgings and meals - <i>no incidentals</i>) may be authorized by the Departmental National Co-ordinator- via the Relocation Counsellor.</p>	<ul style="list-style-type: none"> • Lodgings – 2 nights • Meals – 2 days • Incidentals

When Authorized to Move

4.14 The movement of a transferee’s Household Goods and Effects to the new location will not normally be authorized until the transferee has found suitable permanent accommodation.

Requests of Authority to Move

4.15 Transferees who have not secured permanent accommodation at the new location prior to the departure/PID/COS date may request authority to move dependants’ HG&E. However, transferees must sign a Statement of Understanding acknowledging that they do so at their own request and that the limit of Interim Lodging, Meals and Incidental expenses will not, under any circumstances, exceed 21 days Meals and 21 days Lodgings and Incidentals.

Preparation and Delivery of Household Goods

4.16 Interim Lodgings, Meals and Incidental expenses are normally paid for the periods indicated in the previous table at the commencement and at the end of the move. These living expenses are intended to cover those expenses incurred while a transferee’s household goods and effects are packed or unpacked and loaded or unloaded.

Additional Days/Pack

4.17 In exceptional cases, 1 or 2 days of additional ILM&I may be authorized at the beginning of the move by the Departmental National Coordinator through the receiving manager and reimbursed from the Enhanced Core Component. To be used for such things as cleaning or inspection of the accommodation being vacated. In all cases the total ILM&I should not exceed 21 days under Core Component.

Awaiting Occupancy

4.18 When interim accommodation is the result of a decision to await occupancy of a certain type of permanent accommodation even though there is other accommodation available, reimbursement of ILM&I expenses will not be authorized beyond the 21st day or the day the household goods could have been delivered - whichever is later.

**Exceptional
Circumstances**

4.19 Transferees are initially entitled up to 21 days of meal expenses. See section 4.9 for authority to grant an additional 14 days under Basic Core.

Example: A transferee relocating into a market where there is a limited selection of housing may not be able to secure proper accommodation within 21 days. This transferee may be provided up to an additional 14 days.

NOTE: Awaiting the occupancy of Government Married Quarters (unless designated) or private accommodation whether rented, purchased or under construction, is a personal decision. ILM&I will not be reimbursed beyond 21 days.

4.20 For the RCMP and other Departments: the Departmental National Co-ordinator (via the Relocation Consultant) must approve this.

4.21 For DND: The Director Compensation and Benefits Administration (DCBA) via the Relocation Consultant must approve this.

**Commercial
Lodgings**

4.22 Transferees will be reimbursed actual and reasonable commercial lodging expenses incurred for the transferee and dependants for each night as follows:

Basic Core

- Up to 21 nights (or up to 35 nights when approved).
- The "white page" listed hotel for the area based on hotel occupancy principles located in the travel to New Location Section.

Enhanced Core

- Expenses incurred for extended family & expenses above Basic Core.

**Non
Commercial
and/or Private
Lodgings**

4.23 Transferees who elect to stay in non-commercial and/or private lodgings will be paid a private accommodation allowance for each night such occupancy occurs. This allowance is payable per family unit/ household and not per individual family members:

Basic Core

- \$50.00 per night/family
-

**Combined
Commercial/
Non
Commercial:**

4.24 Where a family occupies both commercial and non-commercial/private lodgings, reimbursement will not exceed the Commercial rate paid. Receipts are not required for non-commercial accommodations.

Example:

A transferee and spouse stays at a hotel while their 2 children stay with the grandparents. In this case the family would have been entitled to 2 rooms. However, the choice was made and reimbursement will be for the hotel charges only. The non-commercial allowance will not be paid - not both;
or

A transferee and spouse remain at a hotel while their 12 year old child stays with the grandparent. This family would have been entitled to one room in a hotel. The claim reimbursement will be for the hotel cost - the non-commercial allowance not be paid..

**Meals in Excess
of 21 Days**

4.25 In exceptional circumstances, transferees may be reimbursed additional meal expenses at the prescribed rates for any days in excess of 21 days when:

- There is no suitable accommodation with cooking facilities adequate for the preparation of normal meals located within 16 km (one-way) of the transferee's place of work; or
 - Although commercial accommodation with adequate cooking facilities exists within 16 km of the members place of work and it is confirmed by the RLRS Relocation Consultant that the transferee was unable to secure/reserve such accommodation on or before the 22nd day of interim accommodation.
-

**Lodgings in
Excess of
21 Days**

4.26 See section 4.9 - 4.11 and 4.19

**Transferees
with Depend-
ants who
Proceed Alone**

4.27 Transferees with dependants, proceeding alone to the new place of duty, are authorized to be reimbursed for interim accommodation expenses within the rates prescribed to a maximum of 7 days in order to secure semi-permanent accommodation.

**Exception
Transferee
Proceeding
Alone**

4.28 In exceptional circumstances, transferees proceeding alone, may be reimbursed interim accommodation expenses in excess of 7 days to a maximum of 21 days to secure semi-permanent accommodation.

4.29 This will only be granted in extremely rare cases where an unaccompanied transferee would not be able to secure semi-permanent accommodation (with cooking facilities) within 21 days.

4.30 For the RCMP and the Public Service, the Departmental National Co-ordinator, through the Relocation Consultant must approve this.

4.31 For DND, the Director Compensation and Benefits Administration (DCBA) through the Relocation Consultant must approve this.

**Child Care
during Packing
and Unpacking**

4.32 Child care expenses incurred during the packing and unpacking of HG&E will be reimbursed under Basic Core as per established IRP rates detailed in section 3.29

Policy

5.01 It is the responsibility of the department to provide transferees with transportation, lodgings, meals and incidentals when relocating from one place of duty to another, within Canada. When travelling to the new location, transferees are on travel status. Reasonable costs resulting from an authorized stop-over for the transaction of official government business (en route) or delays encountered as a result of illness are reimbursable by the department.

NOTE: Transportation cost outside the point of origin & destination point resulting from a vacation, etc., while HG&E is in-transit is not reimbursable.

Funding Overview

5.02 The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Transportation	Transferee, Spouse and Children	Extended Family
Meals, and incidentals for the authorized travel time	Transferee, Spouse and Children	Extended Family
Lodgings	Transferee, Spouse and Children	Beyond Basic Core

NOTE: Transferees travelling to the new location are paid a meal and incidental allowance and are reimbursed for actual and reasonable lodging expenses as per the Government Travel Directive prescribed rates - <http://intranet/infosite/tools/travel/indexe.htm>, or for GE Net: http://publiservice.tbs-sct.gc.ca/travel/travel_e.html, or for internet access http://www.tbs-sct.gc.ca/travel/travel_e.html

Travel Time

5.03 It is expected that trips of 650 km or less will be completed in one calendar day. For trips of more than 650 km, it is expected that an average of 500 km per calendar day will be traveled.

5.04 The following table indicates the allowable travel time for varying distances:

Km	0-650	651-1150	1151-1650	1651-2150	2151-2650	2651-3150	3151-3650	3651-4150
Days	1	2	3	4	5	6	7	8

Km	4151-4650	4651-5150	5151-5650	5651-6150	6151-6650	6651-7150	7151-7650	7651-8150
Days	9	10	11	12	13	14	15	16

Lodgings

5.05 Transferees will be reimbursed actual and reasonable lodging expenses within the prescribed rates (per the applicable travel policies) or provided with an allowance for each authorized night as follows:

5.06 Commercial Lodgings

Basic Core

- Up to \$85/night per authorized room; or
- the "white page listed" hotel (Government Hotel Directory) for that area, whichever is greater.

Enhanced Core

- Expenses incurred for extended family
- Hotel upgrades over Basic Core

NOTE: Transferees will be reimbursed actual costs of lodgings with receipts. Luxury accommodation (green page listings) or lodgings of a clearly higher standard than provided by the "white page listed" Hotels shall not be used.

5.07 Non Commercial/Private

Transferees who elect to stay in non-commercial and/or private lodgings will be paid a private accommodation allowance for each night such occupancy occurs. This allowance is payable per family unit/household and not per individual family members:

Basic Core

- \$50.00 per night/family - no receipts are required.

5.08 Combined Commercial/Non Commercial

Where a family occupies both commercial and non-commercial/ private lodgings, reimbursement will not exceed the actual commercial cost - **see section 4.24** .

Hotel/Motel Occupancy Principles

5.09 The number of rooms that a transferee may be entitled to while proceeding to the new location is based on family size. The following table outlines the room entitlement by family size:

Family Size	Room Entitlement
1	<ul style="list-style-type: none"> • 1 room
2	<ul style="list-style-type: none"> • 1 room, or; • 2 rooms (when one dependant who is not the spouse and who is over 18 and of the opposite sex)
3	<ul style="list-style-type: none"> • 1 room • 2 rooms (one child is over 12)
4	<ul style="list-style-type: none"> • 2 rooms
5	<ul style="list-style-type: none"> • 2 rooms
6	<ul style="list-style-type: none"> • 2 rooms (one child is under 12) or; • 3 rooms (all children are over 12)
7	<ul style="list-style-type: none"> • 3 rooms
8	<ul style="list-style-type: none"> • 3 rooms
9	<ul style="list-style-type: none"> • 3 rooms (one child under 12) or; • 4 rooms (all children over 12)
10	<ul style="list-style-type: none"> • 4 rooms

Meals and Incidentals

5.10 Meals will be paid, in accordance with the applicable travel policies - <http://intranet/infosite/tools/travel/indexe.htm> - per:

Basic Core

- Transferee and each dependant 12 years of age and over
- Dependants under 12 years of age shall receive one half of the allowance, except when such expenses are incurred at an isolated post; then actual and reasonable expenses may be paid.
- Incidental allowance is payable to one person only per family unit.

Enhanced Core

- All meal and incidental allowances for extended family travel.

5.11 The incidental allowance is based on the type of lodgings occupied. Incidentals paid for the last day are based on the type of accommodation used on the last night.

Kilometric Allowance

5.12 The transferee is encouraged to travel to the new place of duty by personal motor vehicle (PMV) when the relocation distance is less than 1150 km. Those transferees travelling to the new location by PMV, when the distance is 1150 km or less, will be paid the high kilometric rate established by the Department of Finance and not the kilometric rates that appear in Treasury Board's Travel Directive.

NOTE: Motorcycles are reimbursed at 60% of the kilometric rate .

5.13 If the distance is over 1150 km and the transferee chooses to drive with the prior approval of management, the high kilometric rate established by the Department of Finance will apply and not the kilometric rates that appear in Treasury Board's Travel Directive.

5.14 If the transferee tows his/her trailer, camper, boat, etc. by the PMV, he/she will be reimbursed half the current lower Department of Finance kilometric rate.

Ferry and Toll Charges

5.15 The transferee will be reimbursed actual and reasonable expenses for road, ferry, bridge, tunnel tolls and parking charges.

Selecting the Mode of Transportation

5.16 It remains the responsibility of the department to determine the most appropriate means of transportation for which reimbursements apply.

NOTE: Travel by commercial carrier, if authorized, shall be subject to the transportation and travel standards as outlined in the Travel Directive. Permanently disabled transferees may have special costs related to transportation and accommodation during relocation. Reasonable and necessary costs actually incurred will be reimbursed.

5.17 The method of travel must be finalized in consultation with the Departmental National Co-ordinator. The following factors should be taken into account:

- the family circumstances at the time of the move;
 - the transferee's reporting date at the new place of duty; and
 - the existence of an acceptable road network between the old and the new places of duty, and the weather conditions that prevail at that time.
 - the delivery date of the HG&E.
-

Policy **6.01** It is the policy of the Department to assist transferees in the disposal and acquisition of a principal residence, whether rented or owned.

Funding Overview **6.02** The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Rent or Lease Liability	Up to 3 months rent - More than 3 months (if required by law)	
Professional Cleaning of Former/New Residence	Up to \$100 (taxes included)	Over Basic Core costs
Rent in Advance of Move	1 month's rent	Additional months
Rental Agency Finding Fees	Actual expenses at pre-negotiated corporate rates	
TDRA	see 6.13	Not applicable

NOTE: A rental incentive of \$1,000 is offered to transferees (in the Customized Component) when they elect to rent at the new location.

Member / Employee Responsibility **6.03** Transferees are responsible to try and obtain a lease with terms that are reasonable and flexible so as to minimize any potential cost to the Crown. To this end, transferees should:

- Advise prospective landlords that the employer policy will not normally reimburse transferees for more than one month's rent to hold accommodation, or three months' rent to terminate a lease.
- Negotiate a lease for a maximum of one or two years.
- Include a provision allowing for termination of the lease on one month's notice, or, upon payment of one months rent if notice cannot be given.

6.04 Avoid any clause, which restricts the transferee's entitlement to sublet the accommodation at the transferee and not the landlord's discretion.

**Rental
Incentive**

6.05 Transferees moving into rental accommodation at the new location qualify for a rental incentive transferred into their Customized Component envelope - see 8.11. The amount that a transferee may receive is as follows:

Home owners and Renters moving into rental accommodation - \$1,000

6.06 Incentive is in lieu of the Crown having to pay real estate fees, legal fees, etc., associated with the acquisition and subsequent disposal of a home.

**Rent or
Lease
Liability**

6.07 Transferees who incur rent or lease liability in order to dispose of his/her rented accommodation will be reimbursed from Basic Core, an amount up to the equivalent of three months rent.

6.08 RLRS Relocation Consultant will review the current lease and provide guidance to the transferee on ways and means of disposing of the rental property. Counseling will include but not be limited to guidance on the most cost-effective manner of terminating the lease and ensuring the least possible penalties.

In exceptional circumstances and only when required by law, will there be a reimbursement amount exceeding three months rent.

**Professional
Cleaning of
Former
Residence
- Basic Core
entitlement
applicable to
only one
residence.**

6.09 The transferee may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded; or at the new residence before or after the unloading of furniture - maximum entitlement under Basic Core is not to exceed \$100 (taxes included) in total for cleaning - **see Section 8.33**

Basic Core

Up to a maximum of \$100 (taxes included).

Enhanced Core

Expenditures over Basic Core

NOTE: Receipt/proof of payment is required.

Rent in Advance of Move

6.10 Transferees who are required to pay to hold accommodation at the new location will be reimbursed an amount equivalent to one month's rent. If this period is less than one month, the reimbursement shall be pro-rated on a daily basis.

Basic Core

The first month's rent to hold accommodation.

Enhanced Core

Requirement for rent to hold accommodation in excess of one month may be funded through the Enhanced Core Component.

NOTE: A transferee is always responsible for living expenses associated with the maintenance of one household. Rent in advance of the physical occupancy of the accommodation is considered under this provision as an application of the temporary dual residence occupancy principle. This assistance is intended to offset some of the cost of maintaining dual residences resulting from a relocation.

The period for which the advance rent may be reimbursed shall start on the first day of the rental period covered by the lease, and shall end on the day the transferee arrives at the new place of duty, or the day following delivery of the HG&E, whichever is later.

Rental Agency Finding Fees

6.11 Transferees will be reimbursed under the Basic Core Component, actual and reasonable expenses for rental finding services provided by professional rental firms at the pre-negotiated corporate rates.

6.12 For locations where established rates and services have not been negotiated, reimbursement will be up to an amount equivalent to the pre-negotiated IRP rates.

TDRA

6.13 Where a transferee is occupying rental accommodations at origin, reasonable efforts must be made to terminate the lease and discharge the department's financial obligations.

6.14 The transferee and family must be open to all options that minimise the department's costs such as sublet arrangements (with assistance from rental search firms if appropriate) or payment of mandatory penalties for early termination of a lease. The personal family circumstances have to be considered before effecting a lease termination and TDRA (as per terms and rates established within the IRP policy) will be provided in those instances where the family has to remain behind until completion of the regular school term.

Policy **7.01** It is the policy of the Department to enhance the transferee’s mobility by assisting in the disposal of a principal residence at the former place of duty.

Funding Overview **7.02** The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Real Estate Commission	Established rates	
Legal Fees/Disbursements as per IRP contract	Established rates	
Appraisal Fees @ IRP rates	Two professional appraisals	
Mortgage Breaking Penalties	Transferee opts not to buy/ cannot buy - Up to 3 months' interest or \$5,000 - whichever is less.	Transferee buys when porting the mortgage was an option
Attending Fees Power of Attorney	When viable - no alternative to attending at closing of sale	
TDRA	6 months maximum up to \$1,000/month - see details in policy	Amounts in excess of Basic Core
Commuting Assistance	6 months - see details	- excess of Basic Core
Structural Inspection		As described below
Home Equity Assistance (DND/RCMP)	80% of loss up to \$15,000 - home value capped at \$300,000	Any remaining loss – depends on the availability of funds and Canada Customs and Revenue Agency’s limitation
EX/GIC	EX/GIC as per Section 14	
Professional Cleaning - Former/New Residence	Up to \$100 (tax included)	Amounts in excess of Basic Core
Capital Improvements (7.19)		As described below
Marketing Incentives		As recognized by Canada Customs and Revenue Agency

Time Limit on Sale

7.03 Transferees may claim the benefits under Core (Basic/Enhanced Core) in this policy provided that the residence is sold not more than two year after:

- The change of strength (COS/departure/PID) date; or
- The date that the move of household good and effects authorized to the new location (i.e., restriction is lifted), whichever is later.

7.04 It is expected that the Customized Component file will be closed within the 12 month time period from initial registration date by the Contractor (Royal LePage Relocation Services).

Occupancy Requirements

7.05 There is no entitlement under this policy for the reimbursement of expenses associated with the sale of the property unless the transferee, his/her dependants or both, immediately prior to official notification of the posting, occupied the residence as the principal residence (as defined by Canada Customs and Revenue Agency).

Lot Size

7.06 The reimbursement of expenses in this policy is limited to a lot size of not in excess of 1.235 acres (1/2 hectare) unless otherwise required by zoning law, ultimately not to exceed 4 acres (2.47 hectares).

NOTE: If additional land or acreage is sold as a parcel with the principal residence, the transferee will only be reimbursed for that portion of the cost which result from the sale of the residence together with the lot size limitations as indicated above.

Real Estate Commission

7.07 Transferees will be reimbursed actual real estate commissions (as per the open-broker policy of the IRP contract) under the Basic Core Component not exceeding the pre-negotiated Corporate rates.

Legal Fees

7.08 Transferees will be reimbursed associated legal fees and disbursements, including applicable taxes, necessarily incurred to complete the sale of the property from Basic Core.

Other expenses (of a legal nature necessarily incurred to provide clear title to a property) will be reimbursed under Basic Core. Per:

- Land survey costs if the transferee's lawyer or notary certifies that:
 - The last survey is more than five years old; a new one is required by law to close the deal; or that
 - There have been observable changes to the lot since the last survey; or
 - By law the vendor is required to provide a survey.
 - Charges levied by the lender for the disposal of a first or second mortgage on the property, **but not both.**
-

Appraisal Fees

7.09 Transferees will receive as part of the Basic Core Component, two professional appraisals not exceeding the pre-negotiated rates. The purpose is to further assist in establishing market value to facilitate disposal. Appraisals shall not be based on a 90 day marketing period but rather, shall reflect the typical turnover period for properties of the type being appraised in a given sector or community.

Mortgage Breaking Penalties

7.10 Transferees shall be reimbursed a mortgage early repayment penalty up to an amount not exceeding 3 months interest or \$5,000, whichever is lesser.

Basic Core

- Transferees purchasing at the new location who cannot port mortgage;
- Transferees not purchasing at the new location;
- Transferees who are unable to buy because of a requirement to occupy Crown housing.

Enhanced Core

- Transferees who purchase at the new location and terminated their mortgage at the old place of duty when portability was an option.

Transferees should be aware that terminating a mortgage is not always necessary when selling a home. The primary focus is to ensure the portability of mortgages wherever possible

**Attending Fees
or Power of
Attorney**

7.11 It is expected that the transferee/spouse will be present at the closing of his or her sale transaction. As such, fees for the preparation of a Power of Attorney are not normally reimbursable. However, such fees may be reimbursed if the manager personally certifies that the transferee was prevented from being present for operational reasons.

NOTE: All efforts should be made to courier documents /material between legal firms. As a last resort, the transferee should return to finalize the sale.

**Temporary Dual
Residence
Assistance
(TDRA)**

7.12 The IRP program is designed to encourage and facilitate door-to-door moves thereby eliminating the need for TDRA through improved move management. A period of up to 90 days is considered a reasonable period to achieve a door-to-door move, however exceptional situations will occur.

Basic Core

- For actual and reasonable expenses up to \$1,000/month
- for a period of up to 180 days (6 months).

Enhanced Core

Amounts in excess of the Basic Core allowance

7.13 TDRA is meant to offset some of the additional costs associated with dual residency for a specified period of time. Additional costs include items such as :

- Taxes on either the unsold residence or on the new residence (pro-rated),
- Utilities and property maintenance (snow removal, lawn cutting, etc.) on the vacant residence at origin,
- Rental of mobile home pad
- Additional insurance costs.
- Interest charges on a first mortgage/second mortgage.
- Accommodation costs at the new residence (permanent/temporary)*.

Some items that are not reimbursable include capital costs portion of a mortgage payment, car rental costs at either location, etc.

NOTE: Costs exceeding \$1,000 must be presented in a business case to the Departmental National Co-Ordinator for approval upon consultation with the RLLRS relocation counsellors. Original receipts are required for all reimbursements.

The transferee remains responsible at all times for his/her household expenses where two residences are temporarily being maintained as a result of relocation.

The residence at origin must be actively marketed for sale regardless of the fact that it is occupied by dependants of the transferee or is left unoccupied. Where alternatives exist (i.e. moving the dependants in full time attendance at a university into accommodation other than the former principal residence at origin for the remainder of the semester), they must be seriously considered by all parties. Such alternate accommodation costs may be included under TDRA subject to the \$1,000 limitation.

While on TDRA, a transferee is entitled under Basic Core to a final return trip home "to effect the move" - see 7.17.

*The transferee who is separated from his/her dependants and is maintaining two households is entitled to claim 65% of the dinner rate while in commercial accommodation. A rental/leased accommodation is not considered to be commercial accommodation.

Commuting Assistance

7.14 When the old and new locations of work are within commuting distance and purchase of a residence at the new place of work would meet the 40 km limitation as defined by the Income Tax Act, the transferee may commute daily while making the decision to acquire permanent accommodation at the new place of work. In those circumstances, the commuting allowance may be paid instead of the costs that would be incurred for temporary accommodation at the new place of work. Reimbursement will be based on the higher kilometric rate approved by the Department of Finance and is subject to the same provisions and conditions that apply to TDRA.

NOTE: Motorcycles are reimbursed at 60% of the kilometric rate.

Basic Core

- 6 months

Enhanced Core

- Excess of basic core entitlements

NOTE: The intent is to assist those transferees who are seriously considering relocating their principal residence. If the transferee remains at the former place of residence See section 7.27

Example: Transferred from Ottawa to Cornwall. Transportation costs incurred in these multiple trips are offset because the transferee is not paying for accommodation. This authority rests with the Departmental National Co-ordinator.

Structural Inspection

7.15 Transferees may be reimbursed expenses for a structural inspection if, on the advice of a third party relocation service, it is necessary to realize a sale of the property; and if the purchaser is not a Federal Government employee.

Enhanced Core

Reimbursable amount subject to fees negotiated between RLRS and a Structural Inspector.

NOTE: Both the level of service and fees should comply with the IRP requirements and the IRP Relocation consultant should be consulted. The Crown is not responsible for more than one structural inspection cost.

**Return Trip to
Finalize Sale**

7.16 Transferees who qualify for TDRA and who subsequently sell their former residences may be authorized to return unaccompanied by the most economical means to their previous place of duty on annual leave to finalize the sale. They may be reimbursed for up to two days travelling and transportation expenses for this return journey.

NOTE: All efforts should be made to courier documents/material between legal firms, as a last resort, the transferee should return to finalize the sale.

**Return Trip to
Effect Move**

7.17 Transferees returning to the former place of duty shall be reimbursed transportation and travelling expenses from the Basic Core Component. This includes transportation, lodgings, meals & incidentals. If return travel is by PMV no benefits are payable for any periods in excess of five (5) days for that journey. Any expenses in excess of five (5) days shall be funded from the Enhanced Core component.

Home Equity Assistance Program (special authorities)

7.18 Members of the Canadian Forces and the RCMP who sell their home at a loss may be reimbursed the difference between the original purchase price (at time of initial posting) and its sale price (home value capped at \$300,000).

- RCMP enhanced HEAP application detailed in section 13.
- EX/GIC employees loss on sale application detailed in Section 14.

The reimbursement of such losses is jointly funded from the Core and Customized components as follows:

Basic Core

- Members shall be reimbursed 80% of all qualifying losses up to a maximum of \$15,000; and

Customized

- Members may claim any amount in excess of \$15,000 or the remaining 20% from the Customized component funds.

Tax Implications: Canada Customs and Revenue Agency has deemed that 50% of amounts in excess of \$15,000 is a taxable benefit.

NOTE: Properties being sold for less than 95% of the appraised value require pre-departmental approval. The purpose is to prevent possible situations of unduly reduced sale prices. All such cases are to be submitted by RLRS directly to the Departmental National Co-ordinator/DCBA for approval.

Capital Improvements

7.19 For EXs/GICs/members of the RCMP or CF, reimbursement of capital improvements such as a garage, landscaping, finished basement, addition of a bedroom/living space, deck as supported by the Income Tax Act is to be funded from the Enhanced Core Component (up to \$15,000 inclusive of HEAP losses from Basic Core) - original receipts are required.

NOTE: Capital Improvements are based from when a transferee takes possession to the point of sale of the residence. Any and all improvements that would have taken place between such time will be considered as not part of the purchase price. Refer to CCRA guidelines for what constitutes Capital Improvements.

**Professional
Cleaning of
Residence
- Basic Core
entitlement
applicable to one
residence only.**

7.20 The transferee may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former/new residence after the household effects have been loaded; (or at the new residence) - the maximum entitlement under Basic Core is not to exceed \$100 in total for cleaning - **See section 8.33**

Basic Core

Up to a maximum of \$100 (taxes included).

Enhanced Core

Amounts over Basic Core

NOTE: Receipt/proof of payment is required.

Income Property

7.21 Transferees who sell an income-producing property such as

- a duplex,
- triplex,
- multiple unit building,
- small store or confectionery

that is also their residence, shall only claim expenses for that part of the building which they use as their principal residence.

Private Sale

7.22 Those transferees who sell their principal residence privately, in lieu of real estate fees, **may** be reimbursed for the actual and reasonable costs of appraisal, advertising, "For Sale" signs, and similar expenses related to the sale. The sum of such expenses must not exceed the commission that would have been paid had the residence been sold by a licensed real estate agent at IRP corporate rates. **Receipts are required.**

Co-Ownership

7.23 Where the dwelling is co-owned by a person(s) who is not the spouse or a dependant of the transferee, only that portion of the expenses directly proportional to the transferee's legal share of the property will be reimbursed. The transferee must disclose the percentage of ownership when completing necessary IRP participation agreement with the Contractor.

Marketing Incentives

7.24 Transferees may be reimbursed for marketing incentive expenses (as recognized by Canada Customs and Revenue Agency) such as:

- decoration bonuses
- mortgage interest buy down, etc.,

If, on the advice of RLRS Relocation Consultant they are necessary to realize the sale of the property.

Reimbursement from the Enhanced Core envelope is subject to funding availability!

Incentive Credited to Customized Component Do Not Sell Home

7.25 Transferees can increase the value of their Customized Component by satisfying certain conditions. This is to recognize the additional savings that can accrue to the Crown as a result of satisfying the criteria described below.

7.26 If the transferee decides not to sell the home at the former place of residence, he/she qualifies for property management assistance. This value is based on 80% of the real estate commission otherwise payable (taxes excluded) at Corporate rates calculated on the average of appraised values as established with the RLRS Relocation Counsellor. This incentive, capped at \$12,000 is credited to the Customized Component.

NOTE-1: Offers accepted below the appraised value and those selling for less than 95% - see section 7.18 for details.

NOTE-2: Those taking this credit must sign a waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the property in question.

NOTE-3: Transferees are expected to re-occupy their former residence upon subsequent re-transfer.

Policy

8.01 It is the policy of the Department to enhance a transferee’s mobility by assisting in the acquisition of a principal residence at the new location. It is not necessary (unless otherwise specified in this policy), for a transferee to have been a homeowner at the previous place of duty to be eligible for reimbursement of certain costs related to the purchase of a principal residence. The RLRS Relocation Counsellor will advise and guide the transferee on all aspects or services relative to acquisition of a home.

Funding Overview

8.02 The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Legal Fees and Disbursements	Established IRP rates	
Structural Inspection	One inspection per IRP rates	
Additional inspections	See policy	
Attending Fees and Power of Attorney	Actual & reasonable	
Mortgage Interest Differential	Cannot port - Up to \$5,000, up to the remaining term (5 year max.)	Can port! See policy
Mortgage Default Insurance (CMHC)		As described within policy
Interest on loan for home purchase deposit	As described below	
Bridging Loan		As described below
\$25,000 Home Relocation Loan		As per counseling
Access to Mortgage Centre	Per counselling	
Professional Cleaning	\$100. Maximum (see policy)	Amounts in excess of Basic Core

Time Limit to Purchase

8.03 Transferees may claim the benefits in this policy provided that the replacement residence is purchased at the new location not more than two (2) year after:

- The change of strength (COS/PID/departure) date; or
- The date that the move of household goods and effects is authorized to the new location (i.e., restriction is lifted), whichever is later.

8.04 RLRS shall close the Customized Component file within the 12 month time period from initial IRP registration date.

Occupancy Requirements

8.05 There is no entitlement under this policy until the transferee or the dependants actually move into the new home. If the transferee or the dependants do not occupy the home, no benefits are payable.

Lots and Lot Size

8.06 The benefits in this policy apply equally to the purchase of a lot on which a principal residence will be situated.

8.07 The reimbursement of expenses in this policy is limited to a lot size of not more than 1.235 acres / ½ hectare or, where required by zoning laws, a lot size of not more than 4 acres / 2.47 hectares.

NOTE: If additional land or acreage is purchased (on either a new construction or re-sale home), the transferee will be reimbursed only for that portion of costs, which would have been reimbursed within the above limitations.

New Home Construction

8.08 Transferees who construct a principal residence at the new place of duty will be reimbursed those expenses related to the purchase of the land and the construction of the home which would have been reimbursed if a home was purchased on the market. Taxes such as GST, PST etc., are not reimbursable.

Purchase after Move

8.09 Only one type of assistance is payable for acquiring accommodation at the new location whether rented or purchased. A transferee may be reimbursed Rent in Advance of a Move and the Rent Incentive *or* expenses incurred to purchase a home, but not both.

8.10 Transferees have up to two years to purchase a replacement residence. Therefore, renters who anticipate purchasing within the two years and wish to claim legal fees may waive the rent incentive and claim legal fees within the time limits. Prior to the file closure, if the transferee confirms that the rent incentive will not be taken, this benefit is thereby forfeited forever. However, once the transferee has decided to accept the rent incentive, no adjustments shall be made and the transferee is no longer entitled to claim legal fees on purchase.

8.11 see note in Section 2.19

Tour of Duty

8.12 The benefits outlined in this policy are not payable to transferees on a tour of duty or course of instruction of one year or less. If the transferee subsequently falls into a regular posting it will be treated as a normal posting for IRP relocation purposes. The federal government normally only reimburses real estate and legal fees for moves where the appointment is for a period of three years or more.

Non-Admissible Expenses

8.13 Payments on closing such as adjustments for utilities, municipal taxes, or any other costs not essential to the establishment of clear title are not reimbursable. The Goods and Services Tax (GST) on newly built homes is not reimbursable, as it replaces taxes that were formerly included in the purchase price (i.e., it is considered part of the purchase price). New home warranties are not reimbursable under Basic Core.

Income Properties

8.14 Transferees who purchase an income-producing property (such as a duplex, triplex, multiple unit building, small store or confectionery) which is also the member's residence shall only claim expenses for that part of the building that they use as their principal residence.

Co-Ownership **8.15** Where the dwelling is co-owned by a person(s) who is not the spouse or a dependant of the transferee, only that portion of the expenses directly proportional to the transferee's legal share of the property will be reimbursed.

The transferee must disclose the percentage of ownership when completing necessary IRP participation agreement with RLRS.

Loss of Deposit **8.16** Transferees who lose a deposit when buying a home because they fail to fulfill the purchase agreement, for other than service reasons, are not entitled to reimbursement for the loss of that deposit.

Mobile Homes **8.17** Transferees who purchase a mobile home are entitled to the same benefits as outlined in the IRP policy and are subject to the same limitations that apply to any other type of residence.

Legal Fees

CORE

8.18 Transferees will be reimbursed associated legal fees and disbursements, including applicable taxes, incurred to complete the purchase of his/her property. Transferees may be reimbursed for those other expenses of a legal nature necessarily incurred to obtain clear title to a property include:

- Sheriff's fees
 - Land transfer tax/Droit de mutation
 - Deed transfer charges
 - Title Insurance
 - Survey costs if required to confirm the description of the property
 - Certificate of execution
 - Attending fees/power of attorney
 - Appraisal fees necessarily incurred at the request of the lender to obtain a first or second mortgage-only if the appraisals done under Basic Core are not acceptable by the lender.
-

Structural Inspection

8.19 A transferee will be reimbursed from Basic Core, (up to the maximum of the IRP negotiated fee charged by a qualified structural inspector) for one structural inspection prior to the purchase of a new home that is not covered by a warranty at the time of possession.

8.20 Follow-up inspections upon recommendations of the Structural Inspector and the third party supplier are also reimbursable for such things as termite inspection, inspection of the well, water portability septic system, etc. See section 7.15 for reimbursement restrictions.

8.21 Proof of payment must be provided.

Attending Fees and Power of Attorney

8.22 It is expected that the transferee/spouse will be present at the closing of his or her purchase transaction. As such, fees for the preparation of a Power of Attorney are not normally reimbursable. However, such fees may be reimbursed if the manager personally certifies that the transferee was prevented from being present for operational reasons. He/she shall be reimbursed actual and reasonable expenses as follows:

- Attending Fees – actual and reasonable
- Power of Attorney – reasonable expenses.

NOTE: All efforts should be made to courier documents /material between legal firms. As a last resort, the transferee should return to finalize the purchase.

Mortgage Interest Differential

(Primary focus is to ensure portability of mortgages!)

8.23 When a transferee's first mortgage at the new location is at a higher interest rate than the interest rate on the mortgage at the former place of duty, he/she will be reimbursed the difference in the interest charges between the two mortgages.

Basic Core - unable to port mortgage

- Up to a maximum of \$5,000 - based on the outstanding mortgage and the remaining term of the mortgage at the former place of duty, up to a maximum period of five years.

Customized - able to port mortgage but did not

- As per Basic Core entitlement

Calculation: The difference in the interest charges between the two mortgages - Calculation shall be based on the outstanding mortgage and the remaining term of the mortgage at the former place of duty not exceeding 5 years - Reimbursement shall not exceed \$5,000; if the new mortgage principal is for a lesser amount than the previous mortgage principal, that lower principal will be used to calculate the differential.

**Mortgage
Default
Insurance
(CMHC Fees)**

8.24 Mortgage Default Insurance (MDI) is required by law where the mortgage is more than 75% of the purchase price. As such, transferees may be reimbursed MDI expenses.

Enhanced Core

- The premium is paid in one lump sum; and
- The equity (**all**) is transferred from the sale of the former residence to the purchase of the replacement residence.

NOTE: Applicable to first time home buyers under Enhanced Core.

**Other
Provisions**

8.25 A transferee who purchases a replacement residence at the new location before the principal residence at the former place of duty has been sold, may be reimbursed associated costs not to exceed the transferee's amount of equity in the former home as follows:

**Interest on
Short Term
Personal Loan**

Home Purchase Deposit

8.26 The transferee is reimbursed under Basic Core Component of IRP, the interest resulting from a short-term personal loan secured exclusively as a deposit for the purchase of a principal residence at the new place of duty. The amount of the loan shall not exceed the minimum amount needed to confirm a commitment to purchase a residence.

Bridging Loan

8.27 The interest on a short-term personal loan (bridging loan) secured to purchase a principal residence at the new work location based on the employee's equity in a principal residence at the former place of duty may be reimbursed using funds available in the Enhanced Core component under IRP.

8.28 Interest reimbursement is not to extend beyond 10 working days following the date the sale transaction is completed (sold and closed) or at the end of six months whichever is the earlier.

8.29 In exceptional circumstances, this period may be extended for an additional six months with prior approval from the Departmental National Co-ordinator based on recommendations of the RLRS Relocation Counsellor.

NOTE: Interim financing on the purchase of a new home may be required because of provincial legislation (i.e. Manitoba) which imposes a delay on the transfer of proceeds of sale on closing because of registry requirements. Interest on this short term loan (normally not to exceed 14 days) for the amounts frozen will be reimbursed.

\$25,000 Home Relocation Loan

8.30 Under certain relocation-related conditions, it is possible for an employer to provide a non-taxable home-relocation loan benefit to relocating employees. A relocation must meet certain criteria such as:

- The move is to start work at the new location in Canada
- Loan is to buy a residence that is at least 40 km closer to the new work location
- The dwelling is purchased for habitation purposes
- The loan is provided because of employment, and other conditions.

8.31 RLRS has negotiated with a financial institution to provide an opportunity for qualifying transferees to seek such assistance under the Enhanced Core Component of the IRP as an employer reimbursable expense. Transferees will be provided counselling on this and other components of the IRP as it applies specifically to their situation.

**Mortgage
Centre**

8.32 RLRS has negotiated with the Mortgage Centre for a full range of services to be made available to government transferees under the IRP program. The Mortgage Centre is a grouping of over 40 of Canada's leading mortgage lenders, which represent the largest pool of residential mortgage capital in the country. The most unique aspect of the Mortgage Centre is its blind bid mortgage shopping system which provides an opportunity for better rates, terms and conditions to be submitted without obligation to IRP transferees. Some of the services offered include:

- shop the mortgage market on the transferee's behalf for better rates, conditions and minimal penalties and/or fees;
 - a full range of mortgage products, portability, blending, pre-approval, interest rate guarantees for 120 days; and
 - interest rate discounts, etc.
-

**Professional
Cleaning of
Residence**

8.33 The transferee may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the purchased residence before or after the household effects have been unloaded; (or at the former residence) - entitlement under Basic Core is not to exceed \$100 in total for cleaning - **See Section 7.20**

**Basic Core
entitlement
applicable to one
residence only.**

Basic Core

Up to a maximum of \$100 (taxes included).

Enhanced Core

Amounts in excess of Basic Core

NOTE: Receipt/proof of payment is required.

Policy

9.01 When a transferee is authorized to move household goods and effects on posting/relocation, it is the policy of the Crown to pay for the costs to move a transferee’s mobile home within the conditions and limitations of the IRP policy. Mobile homes must conform to provincial dimensions when in transit!

Funding Overview

9.02 The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Transport of Mobile Home	Actual and reasonable expenses	Over size or multiple unit mobile homes
Rental of equipment to remove from pad and positioning for hook up of towing vehicle	Actual and reasonable expenses	
Rental of equipment to place on pad	Actual and reasonable expenses	
Basic in transit insurance	Actual cost up to \$100,000	Over \$100,000
Additional Insurance		Actual and reasonable expenses
Non admissible services and charges		Actual and reasonable expenses

Non-Transferable Savings from Core to Customized

9.03 Transferees are reimbursed for the actual and reasonable expenses associated with the shipment of the mobile home to the new location. As such, no savings are eligible for transfer from the Core (Basic and Enhanced) to the Customized Component.

Responsibility

9.04 It is the transferee's responsibility, with the assistance of the appropriate Transportation Agencies and the RLRS Relocation Consultant, to contract and arrange for the move of the Mobile Home.

Prohibited Move of a Mobile Home

9.05 The movement of mobile homes is prohibited to the following locations:

- Yukon and Northwest Territories – excluding Yellowknife
 - Nunavut
 - Goose Bay, Labrador, Newfoundland
-

Storage

9.06 If as a result of a transfer/posting, it is found that the transferee's mobile home (principal residence) is not practical at the new destination or that it cannot be shipped, and that the transferee does not wish to sell/rent it, the mobile home will be stored at public expense, if reasonable.

This requires the pre-approval of the designated Departmental National Co-ordinator.

Moving from Storage

9.07 Upon relocating from a prohibited location (mobile homes), a transferee may be authorized to move his/her mobile home to the new place of duty from where it was stored, at public expense.

Other Service Charges

9.08 Transferees may claim actual and reasonable expenses from the Customized Component funding envelope for the following associated expenses:

- Preparation of the mobile home for transit including unblocking, ensuring road worthiness to provincial standards;
 - Disconnection of utilities;
 - Preparation of the mobile home at destination including blocking and connection of utilities;
 - Repairs to the mobile home while in transit;
 - Storage in transit; and
 - Additional costs incurred for the movement of an oversize or multiple unit mobile home.
-

Transit Time

9.09 The transit time reflected in previous tables for driving on paved roads will apply. The number of days reflected are for working days with Saturdays, Sundays and statutory holidays excluded.

Transit Time on Unpaved Roads

9.10 The maximum transit time on unpaved roads is one day for every 250km or portion thereof. If the total unpaved road kilometers travelled are less than 50km, it shall be disregarded. To determine transit time where unpaved and paved roadways are involved, the following formula is to be used:

- Subtract the total unpaved road kilometers from the paved road kilometers;
- Apply the transit time to the paved road kilometers; and
- Add the transit time for the unpaved road portion

Example: 500 km @ 2 days (unpaved) plus 4000 km @ 8 days (paved) = 4500 km = 2+8 = 10days

Entitlement

9.11 The department will pay actual and reasonable expenses from the Basic Core/Enhanced Core for the preparation, cartage and installation of the mobile home at the new location except for those restrictions listed in the policy.

Policy

10.01 It is the department’s responsibility to move a transferee’s household goods and effects when being relocated on posting within the conditions and limitations of the IRP policy. The existing Household Goods Removal Service (HGRS) contract takes precedence in the selection of carriers and its contracted rates.

10.02 The department is responsible to make the shipping arrangements with moving van lines as per the HGRS contract terms and conditions in liaison with the RLRS Relocation Counsellor.

10.03 It is the transferee's responsibility to submit a copy of the original bill of lading to RLRS at the earliest possible date. **The Departmental Relocation Co-ordinator (Regional) must submit a copy of the final invoice (received from the moving company) to RLRS.**

Funding Overview

10.04 The benefits outlined in this section are funded from the Core (Basic and Enhanced Core) and if need be, the Customized envelope as follows; all efforts should be made to obtain receipts for expenses incurred:

Benefit	Core Funding	
	Basic	Enhanced
Shipment of Household Goods and Effects	Up to 20,000 lbs/9,071.94kg	Weight in excess of 20,000 lbs/9,071.94kg
Storage in Transit	Up to 60 days	Over 60 days
Long-term Storage (only when authorized)	Up to 20,000 lbs/9,071.94kg	Over 20,000 lbs.
Basic Insurance	Up to \$100,000	Over \$100,000
Additional Insurance		Actual expenses
First PMV	Actual expenses	
Second Family Vehicle		Actual expenses
Third/additional PMVs		Actual expenses
RV/Boat/Motorcycle/ATV/Trailer/Snowmobile, etc.		Actual expenses on a straight-weight basis; Surcharges for articles accepted only on a weight-dimensional/on a cubic basis/with surcharges
Crating		Actual expenses
Objects of Art		Actual expenses
Pet Shipment		Actual expenses
Misc./Incidental shipping		Actual expenses
Car rental at destination		Reasonable expenses - see policy

**Weight
Entitlement**

10.05 The department will arrange for and pay the cost of packing, insuring, shipping, in transit storage and unpacking of a reasonable quantity of personal and household effects up to:

Basic Core

A maximum of 20,000 lbs./9,071.94kg.

Enhanced Core

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

10.06 Tariffs, etc are subject to established rates and conditions within the existing HGRS contract (policy centre confirmed rates).

10.07 Surcharges resulting from articles which the moving firm will accept on a weight dimensional or a cubic basis, or with surcharges are to be funded from the Enhanced Core Component.

**Additional
Weight**

10.08 Any expenses incurred to move any household goods in excess of 20,000lbs/9,071.94kg will be funded from the Enhanced Core subject to funds being available.

**Qualifying
Rooms**

10.09 See section 2.14 for listing of qualifying rooms.

10.10 For the purposes of establishing the number of qualifying rooms:

Homeowners

The appraisal reports will be used for homeowners.

Renters

Transferees will provide the list of rooms.

**Enhanced Core
Funding
Formula**

10.11 One element used to determine the amount of credit available to a transferee in his/her Enhanced Core envelope is based on 35% of the moving carrier's cost (per the ZONE-TO-ZONE policy centre confirmed rates/formula) to move 1000 lbs., of household goods and effects per qualifying room.

Transferable Savings

10.12 One element used to determine the amount of transferable savings flowing from the Basic Core to the Customized Component is based on 80% of the savings earned by transferees moving household goods and effects below the established industry-calculated threshold of 1000 lbs. per qualifying room.

10.13 Example: A transferee moving from Ottawa to Halifax with 10 qualifying rooms (10,000 lbs.) at \$5000 who moves only 5000 lbs. at \$2500 will be able to transfer 80% of the savings into the Customized Component or \$2000 (\$2500 x 80%).

Incidental Expenses

10.14 Transferees Customized envelopes are credited with a \$650 non-accountable relocation incidental expense allowance that can be used to offset various incidental relocation expenses. (Canada Customs and Revenue Agency allows up to \$650 without receipts).

Example: One may be relocated during the winter and the moving company cannot transport tropical plants. As a result, the plants will be destroyed but the transferee may recoup some of the cost from the \$650.

10.15 Those, who wish to claim expenses in excess of the \$650 non-accountable allowance, may do so by using funds from the Enhanced Core Component. However, receipts are required for the total amount being claimed.

10.15a. Some examples of receiptable services which can be reimbursed include the following: charges to disconnect phone, television aereals/antennas, water, space heaters, etc., at the old residence; charges to connect appliances etc., at the new residence; adjustments to existing furniture in new residence; auto licence, inspections, and driver permit fees. **A list of reimbursable incidental relocation expenses is available from your RLRS relocation consultant.**

10.16 EX/GIC transferees, in lieu of the \$650 non-accountable allowance, can claim incidental expense allowance up to the equivalent of approximately four (4) weeks salary as described in section 14.

Non-admissible Items

10.17 Non-admissible items are items not eligible to be shipped due to their hazardous nature or where excluded by the IRP policy or otherwise restricted by household goods removal tariffs. As the list of non-admissible items are constantly being reviewed and updated, transferees are advised to contact their RLRS relocation consultant for the most current list provided in the government conditions for moving household goods.

Storage in Transit

10.18 Storage when necessary and incidental to the shipment of effects to the new place of duty may be authorized.

Basic Core

To a maximum of 60 calendar days.

Enhanced Core

In excess of 60 days.

10.19 No extensions will be granted when the delay is directly as a result of personal choices made by the employee. The period of storage authorized will be included in the contract issued by HGRS upon request by the department.

Long Term Storage
(Applicable to isolated postings only)

10.20 When a transferee is relocated, but in the opinion of the Departmental National Co-ordinator, the shipment of the household effects or private motor vehicles, or both, to the new place of duty is neither desirable nor in the public interest, the employer will pay for:

Basic Core

- (a) packing, crating and cartage of the transferee's household effects to the nearest place where adequate long-term storage facilities are available;
- (b) storage of the household effects until they can or might be repossessed by the transferee or an authorized dependant of the employee;
- (c) storage of up to two private motor vehicles or one automobile and a camper/trailer. The total storage cost shall not exceed the cost of storing two private motor vehicles; and
- (d) payment of a one-time storage preservation fee for such services as removing the battery, raising the private motor vehicle (PMV) off the tires, applying lubricants as required, etc., for commercial storage of a private motor vehicle.

10.21 When the transferee is again relocated to a location where the effects could be used, the Departmental National Co-ordinator shall authorize HGRS to ship the effects from the place of storage to:

- a) new place of duty;
- b) former place of residence from which the effects were placed in storage; or
- c) intended place of residence in Canada, provided that the cost is not greater than in part (b).

10.22 This authorization will include the unpacking and un-crating of effects at the destination.

**Savings from
Reducing Long
Term Storage
Costs -
Appliances
Only**

10.23 Transferees who are posted to an Isolated Post and into Crown accommodation where it is impossible to normally accommodate their major appliances are entitled to long Term Storage at public expense.

10.23.a. Those transferees who make alternate arrangements and decide not to store their major appliances, may transfer 80% of the savings resulting from not having to store their fridge, freezer, stove, washer, dryer, and/or dishwasher, to their Customized Funding envelope.

NOTE: These appliances have a reduced life expectancy as a result of long term non-usage. For transfer value purposes, the saving is to be calculated on the weight/volume (industry averages) of the items, based on the actual duration of the storage requirement up to a maximum of 24 months at policy centre confirmed rates. (One set of appliances:10-23a.)

**Partial
Shipping/
Storage**

10.24 A transferee assigned Crown-owned living accommodation, which will not accommodate all personal possessions, shall have:

Basic Core

The remainder of his/her HG&E stored at the employer's expense.

NOTE:

If the transferee selects accommodation which will contain only a portion of the household effects, any storage arrangement for the remainder shall be his/her responsibility.

Storage of a portion of a transferee's effects should be considered only in exceptional circumstances.

Basic Insurance Coverage 10.25 Based on terms, limitations and conditions negotiated by the HGRS, transferees are provided with replacement cost paid.

Basic Core

\$100,000 on authorized household goods and effects.

Claims for loss/damage is between the transferee, the carrier (Van Lines/Moving Company), and the insurer. The department is not involved in anyway.

Additional Insurance Coverage 10.26 Transferees may claim any additional insurance costs incurred for items not covered under the basic insurance policy

Enhanced Core

Amounts over the basic coverage of \$100,000.

Crating 10.27 Transferees may have household goods and effects that may require additional protection (i.e., china, art, and antiques). Any crating costs for such items may be reimbursed from the Enhanced Core Component.

Personal Motor Vehicle 10.28 Transferees who own two vehicles and elect to travel to the new location by commercial carrier may ship:

Basic Core

One PMV

Enhanced Core

Additional PMVs

NOTE: Rental car costs incurred while the employee is separated from the family car are reimbursable under the Enhanced Core Component.

Additional Shipping Expenses 10.29 Transferees are responsible for any additional costs beyond those established in the HGRS contract. Those who wish to ship items that fall outside the scope of the contract may do so and be reimbursed for actual expenses from the Enhanced Core Component based on availability of funds.

Pets

10.30 Transferees may claim actual and reasonable expenses for transportation of their pets to the new location and any necessary kennel fees incurred while the transferees are in interim lodgings.

Enhanced Core

Actual and reasonable costs.

**Time Off
Packing**

10.31 The Departmental Manager shall grant a transferee reasonable time off with pay, for the purpose of overseeing the packing, unpacking, loading and unloading of household effects based in accordance with departmental policy. Such authority will not be unreasonably withheld. **(See section 4.13).**

Represented Public Service Employees **11A-01** The Represented employees who are being relocated can now participate in the IRP Pilot following a National Joint Council decision of January 2000.

11A-02 Represented and non-represented employees on transfer have the option to participate in the IRP or defer to be relocated under the regular Relocation Directive with the clear understanding that once the decision is made for one or the other program, the decision is not reversible and employees will be committed to it.

Incentive to Participate in IRP **11A-03** Each represented/non-represented employee who opts to remain with the IRP program will be provided an additional \$500 in his/her Customized Funding Envelope.

Grievance Process **11A-04** The IRP is not subject to the grievance process. However, two (2) representatives from the bargaining agents will become part of the IRP Overview Committee which has been established to address exceptional cases or circumstances. A subsequent decision from this Committee is binding. See section 1.24

11A-05 The benefits outlined within the preceding pages apply equally to both the represented employees and the non-represented employees with the following specific differences:

HEAP Home Equity Assistance Program:

This does not apply to represented/non-represented employees. However, a represented/non-represented employee on relocation can use funds from his/her Customized Funding Envelope for any equity loss - subject to CCRA guidelines.

Home Sale Assistance Home Sale Assistance:

The provisions described in section 14 apply only to EXs and GICs.

**Funding
Formula**

11A-06 Funding Formula:

OVERVIEW SUMMARY	
11A-06 ENHANCED CORE FUNDING FORMULA	
Real estate commission ^a Renters allowance: \$1,000 @ 100%.)	_____ x 35% =
+ Transportation cost - one way (transferee and dependants)	_____ x 35% =
+ Cost of shipping 1000 lbs. (453.60kg) of household goods per qualifying room ^b (zone-to-zone matrix)	_____ x 35% =
Total Enhanced Core Funding: _____	
CUSTOMISED FUNDING FORMULA	
<u>Allowances/Incentives:</u>	
+ Non-accountable incidental allowance; or	\$650
+ Incentive to Participate in IRP	\$500
<i>Incentive for not selling home:</i>	
+ 80% of Real Estate commission for not selling home (Max. \$12,000/maximum appraised value \$300,000) ^c	_____
+ Rent Incentive (\$1,000 -renters/homeowners)	= _____
Sub-total: _____	
<u>TRANSFERABLE SAVINGS TO CUSTOMISED ENVELOPE</u>	
+ 80% of cost savings resulting from shipping household goods below the threshold (1000lbs [453.60kg] – room (<i>HGRS contract</i>))	_____
+ 80% of cost savings resulting from not using long term storage for major appliances – max 24 months (<i>HGRS contract</i>)	_____
<i>HHT incentive:</i>	
+ \$250 for flying and staying over on Saturday at destination; or ILM&I savings for unused days (max \$250., taxes included.)	_____
Sub-Total: _____	
TOTAL Customized Funding Envelope: _____	

- d. Based on appraised value; homeowners only (maximum transferable per homeowner \$5,250.)
- e. Qualifying rooms - (kitchen, bedrooms, living room, recreation room, family room, dining room, basement, garage (not condos and apartments), out building (limit of one), storage room (separate from apartment); weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from weight factor;(1 kg=2.2046 lb).
- f. Entitled to a credit of 80% of the Real Estate Commission (Corporate rate) that would have been payable if house was sold; it is recommended that this be applied to property management fees.

NOTE: Unused credits in the Enhanced Core envelope are not transferable to the Customized Envelope.

**NEWLY APPOINTED EMPLOYEES
TO THE PUBLIC SERVICE**

Section 11B

There is no coverage at this time under the IRP for this category of newly appointed employees, except for EX/GIC appointments - see Section 14. Exceptions require Treasury Board Secretariat approval.

In all other cases (other than EX/GIC), on initial appointment, reimbursement of expenses associated with the sale/purchase of a residence requires Treasury Board's approval.

The provisions of the T.B. Relocation Directive apply in these cases.

12.1 Until further notice, retiring RCMP members will continue to be governed by separate authorities.

OTHER RELOCATION MOVES WITHIN CANADA (RCMP) Section 13A

Home Equity Assistance - Depressed Markets in consultation with TBS & RLRS

13.A1 A transitional package became effective April 01, 1999 with no retroactivity. The ceiling on the value of a home will remain at \$300,000.

This transitional package covers 100% of the loss between the original purchase price and the sale price subject to the 95% rule (**see note in section 7.19**). Depressed market will be defined as those communities where the housing market has dropped more than 20% since the time of purchase. This percentage may be available from local MLS listings or from local economic indicators released by local Chambers of Commerce.

NOTE: The equity protection provided herein is not subject to the \$15,000 cap but it is subject to tax rulings from Canada Customs and Revenue Agency.

Pre-Sale Of Principal Residence

13.A2 Members of the RCMP, especially in the Musical Ride Troop, usually dispose of their principal residence prior to receipt of an official transfer notice.

Members of the Musical Ride would be allowed to participate under IRP as per the time frame indicated below; the general membership, should the principal residence be sold within the following time frame, will also be allowed to participate in IRP and receive full entitlements and incentives.

The Pre-sale privileges will be extended to cover the term as proposed:

- **6 months members of the musical ride** - these members who are able to successfully sell their home and within 6 months of that sale receive an official transfer notice, will be allowed to participate under the IRP Pilot;
- **3 months for other members of the RCMP** - these members who are able to successfully sell their home and within 3 months of that sale receive an official transfer notice, will be allowed to participate under the IRP Pilot;
- **6 months for exceptional cases** - Treasury Board Secretariat (TBS) recognises that situations may surface where members of the RCMP may be located in areas that may be subjected to an industrial close down and where it may be advantageous to members and the organization to act in anticipation.

NOTE: Under these exceptional circumstances and on a case by case basis, TBS will entertain a review of such a case once the submission has been made by the Departmental National Co-ordinator. **Approval for such cases will be limited to a maximum of 6 months pre-sale only.**

Isolated Postings (I.P.) Under IRP

13.A3 Members of the RCMP are periodically posted to locations identified as Isolated Posts. Such relocations vary in entitlements (weight restrictions, etc.,) depending on the area. IRP relocation provisions apply to permanent transfers, not short-term postings.

Fees structure for RLRS

STANDARD RLRS IRP FEES

- A move from a non-isolated location with a market to an isolated post with a market;
- A move from an isolated post with a market to an isolated post with a market;
- A move from a non-isolated location with a market or an isolated post with a market to an isolated post with no market;
- A move from an isolated post with no market to another isolated post with a market or a non-isolated location with a market.

NO FEES

- A move from an isolated post with no market to another isolated post with no market.

Storage of HG&E

13.A4 Weight restrictions going into an Isolated Post should not affect any calculation since the HG&E not being transported in as a result of the I.P.D. weight restriction will be stored at the Crown's expense under Basic Core.

Weight threshold/room

13.A5 Upon departure from an Isolated Post, the number of rooms is of no consequence since the member's HG&E (previously stored) has to be transported from storage under Basic Core.

Members relocated prior to IRP

13.A6 Members in I.P.D prior to IRP implementation, to be considered similar to members who have been relocated via the IRP going into I.P. – homeowners/renters going in and considered as such coming out. The Crown has to ship the total HG&E in storage; Basic Core coverage is maxed at 20,000lbs.

NOTE: Members at I.P prior to IRP implementation - the number of rooms is of no consequence since the HG&E is being moved from LTS at the department's expense. No savings to be gained – no incentive to reduce weight because the Crown will have paid for the storage of the HG&E.

I.P. weight restrictions & room calculations

13.A7 Weight restrictions per current I.P. Directive remain in place; calculation of rooms to be based on original residence disposed of prior to HG&E placed in LTS. HG&E to be considered from the point of LTS upon retransfer.

UNACCOMPANIED MOVES WITHIN CANADA -

All Transferees

Section 13B

Distinction	13-B1 Family members do not accompany transferee to the new workplace.
un-accompanied moves	13-B2 Temporary Move: If the move is considered temporary and answers to the criteria of a short-term move, it will fall under the provisions of the short-term move and will be prevented from utilisation of the IRP program. 13-B3 Permanent Move: If the duration of the posting will qualify it as a long term (permanent) move, then provisions of the IRP should apply with the following clarifications:
Unused Core Benefits	13-B4 There is no reimbursement for unused Core entitlements. In situations when the family does not accompany the employee to the new workplace and it is not a matter of family separation on personal grounds (e.g. a divorce; files must be closed within the year.
Moving from Major Centre to Isolated Post	13-B5 Transferring from a major centre to an Isolated Post A transferee being transferred from a major centre to an Isolated Post and the family is remaining behind, then that transferee signs the waiver accepting that the original residence will not be sold and accepts the incentive for Not Selling The Home.
Unused Customized Funds	Since the HG&E will not be moved and no further expenses will be incurred that will affect the funding envelope, the transferee gets the balance of the Customized funding envelope as per direction in the current IRP Policy.
Disposal Costs	Disposal costs relative to the sale of the home sometime in the future will be the transferee's personal responsibility.
Moving from Major Centre to Another Major Centre - permanent long term moves	13-B6 Transferring from a Major Centre to another Major Centre A transferee living in a major centre being transferred to another major centre decides to have the family remain behind while he/she proceeds alone will be issued: <ul style="list-style-type: none">• 35% of the funds from the travel envelope,• The \$650 non-accountable allowance, and• The transfer allowance.• Balance of funds in the funding envelope will be processed after shipment of the HG&E (within one year).• RLRS will withhold a percentage as per contract terms.

**Future
Visitation &
Future Sale
of Home**

The employee is personally responsible for future costs incurred for visitation. If home is not sold, the incentive 7.26 applies and future relocation will be considered from the transferee's NEW WORK SITE and not from where the family resides.

**IRP
Application**

14.01 The Special Relocation Authorities and the Relocation Directive (chapters 3-2 and 3-1 respectively) have been temporarily suspended so that the provisions of the IRP program can be extended to employees appointed to, or currently in the following groups, whose substantive classification is: DM, GX, EX, LA 3A-3C, MD-MOF 4/5, MD-MSP 3, Governor-in-Council levels 1 to 11, and excluded DS 7 and DS 8. The provisions of IRP are now applicable to new appointees (EXs/GICs).

14.02 In conjunction with the applicable IRP provisions described in preceding chapters, EX and GIC employees will qualify for the following:

**Previous
Assistance
- pre IRP**

14.03 Under the former policy, EX/GIC employees could reduce the selling price of their home by up to 10% below the assessed market value and have this amount reimbursed provided the home was sold within 6 months of the appraisal. If the home did not sell in the 6-month period, then the benefits were discontinued.

**IRP Assistance
for Sale of
Home**

EXs can reduce the selling price by up to 10% of appraised value.

14.04 Because of tax changes in the 1998 Budget and considering the full range of marketing assistance and relocation counselling services now available to EX/GICs via the IRP program, and the addition of other provisions such as property management options, the following applies:

- The 10% option remains, but it is limited to \$15,000 under the Basic Core Component (Canada Customs and Revenue Agency limitations);
- Any amounts above \$15,000 will flow from the Customized Component subject to availability of funds;
- Market value is to be based on two appraisals as provided for under IRP and to be consistent with other IRP requirements;

NOTE: Properties being sold for less than 95% of the appraised value require pre-departmental approval. The purpose is to prevent possible situations of unduly reduced sale prices. Example: Home appraised at \$100,000 but is listed at \$105,000. If the selling price is reduced to \$90,000 because of the 10% option, prior approval must be obtained from the Departmental National Co-ordinator because the sale price is now below 95% of the appraised value. All such cases are to be submitted by RLRS directly to the Departmental National Co-ordinator/DCBA for approval.

Assistance for Home Search

14.05 The IRP program offers a much broader range of services and much improved home search assistance and rental search services than the programs available before.

Weekend Travel Home Every Two Weeks

14.06 The weekend travel home every two weeks is maintained up to a 90-day period while on temporary dual residence assistance (TDRA) only when a door to door move is not possible as a result of operational requirements. Previous limitations will continue to apply:

- Should the period of separation from dependants go beyond three months, employees will then be eligible for two additional trips home as per the Travel Directive - under Basic Core.

NOTE: Applicable to transferees with dependants who remained in the family home. This entitlement is based on the premise that the transferee will make travel arrangements at least 30 days in advance to take advantage of the price reduction in advance bookings.

Travel arrangements are made via the Government of Canada travel contract. This entitlement and any subsequent reimbursement are not processed by RLRS in any form whatsoever.

Incidental Expense Allowances

14.07 For employees appointed from within the EX group, the incidental expense allowance is equivalent to four weeks salary - the \$650 Non-accountable incidental allowance allowed by Canada Customs and Revenue Agency is included in this amount. The weekly rate of pay is the transferee's annual rate of pay (salary paid between the minimum rate and the job rate), divided by 52.176.

14.08 In the case of new appointees, the incidental allowance is based on the annual salary effective on the date of appointment to the EX/GIC position - see calculation formula.

GOC EXs/GICs incidental allowance calculation based on factor: gross annual salary/52.176 x 4 (weeks).

RCMP (EX equivalent) incidental allowance: 1/12 of gross annual salary.

Disposal/Acquisition Cost

14.09 The reimbursement of reasonable disposal and acquisition costs for newly appointed EX/GICs are within IRP provisions.

**Examples of
Additional
Benefits**

14.10 With the IRP program, additional benefits include the following:

- Start-to-finish professional relocation assistance
 - Relocation planning
 - Destination orientation
 - House-hunting trip assistance
 - Sale/disposal of former residence marketing assistance
 - Home assistance on purchase/rental
 - Extended family and spousal employment assistance
 - Access to Mortgage Centre benefits, reduced interest rates, and penalty reduction/avoidance
 - \$25,000 interests free or low interest loan as per Canada Customs and Revenue Agency guidelines
 - Tax Assistance (relocation related) - counselling
-

**Enhanced
EX/GIC
Services**

14.11 EXs and GICs will be offered the highest level of personalized service, recognition and value, associated with the IRP.

14.12 EXs/GICs enhanced package:

- Face-to-face interactions with RLRS personnel for
 - Preparation of HHT
 - Post HHT
 - Final reconciliation
 - Personal one-hour telephone consultation (relocation specific) with RLRS tax expert
 - Counselling at transferee's office
 - Initial consultation with RLRS management representative
-

**RCMP EX
Entitlements**

14.13 The EXs within the RCMP retain the right to choose the regular IRP program offered to the general membership of the Force or opting to take the EX program.

14.14 The RCMP EXs upon opting to participate in the IRP EX program are entitled to the following:

- 1/12 gross annual salary in lieu of the \$650 Non-accountable incidental allowance allowed by Canada Customs and Revenue Agency – credited to Customized envelope
- 1/12 of gross annual salary as a transfer allowance credited to Customized envelope (RCMP regular transfer allowance)
- Home sale assistance as per section 14.4 and not HEAP.

NOTE: The RCMP EX equivalent who opts to retain the regular RCMP IRP program cannot obtain the additional EX transfer allowance equivalent to 1/12 of gross salary.

INTEGRATED RELOCATION PROGRAM

PILOT

RCMP and GOC



Effective April 1, 2001

TABLE OF CONTENTS

GENERAL PRINCIPLES – INTEGRATED RELOCATION PROGRAM Section 1

Effective Date	1
Purpose and Scope.....	1
Responsibilities.....	3
40 Kilometres Rule.....	5
Application	5
Contractor and Location	6
Introduction	6
IRP Program	7
Eligibility.....	8
Non-Eligibility.....	8
Retirees.....	9
Other Relocation/ Moves Within Canada.....	9
Special Circumstances.....	9
Overview Committee.....	9
Benefits Table.....	10
Basic Core Component.....	13
Purpose.....	13
Who pays for Core Benefits?	13
What else is covered under Basic Core?	13
Basic Core Benefits.....	13
An overview.....	13
Enhanced Core/Customized Component	14
Purpose.....	14
Intent	14
Who pays for the Enhanced Core/ Customized Benefits?.....	14
Benefits Overview.....	14
Spousal Services.....	15
Enhanced Core/Customized Funding	15

ENHANCED CORE/CUSTOMIZED FUNDING FORMULA Section 2

Introduction	16
Calculation of the Enhanced Core and Customized Funding Formula.....	16
Real Estate Commission.....	18
Transportation of Family	18
Transportation of Household Goods.....	18
Non-Accountable Incidental Expenses Allowance.....	19
Rental Incentive.....	19
Core Benefit Transferable Savings.....	20
Real Estate Commission Savings	20
Savings from Shipping Fewer Household Goods.....	21
Savings from a Shorter House Hunting Trip.....	21
Incentive for Staying over a Saturday Night	21
Savings from Reducing Long Term Storage Costs.....	22
Transfer Allowance	22

HOUSE HUNTING TRIP (HHT) Section 3

Policy.....	23
Additional Service or Assistance with IRP.....	23
Funding Overview	23
Authorisation/Duty Status	24
Travel Time	24
Duration of HHT	24

Extended HHT	24
Additional Travelling Expenses for Children	24
Travel Status	24
Hotel/Motel - Occupancy Principles.....	25
Lodgings	25
Meals and Incidentals	25
Return Transportation.....	26
Incentive for Staying Over a Saturday.....	26
Savings from a Shorter HHT	26
Local Transportation.....	27
Car Rental (HHT/HIT)	27
Private Motor Vehicle (HHT/HIT).....	27
Commuting for HHT	27
Telephone Calls	28
Child Care.....	28
Boarding of Pets	28
More than One HHT	28
Home Inspection Trip (HIT).....	28
HHT After Departure Date (DD) or Posting Implementation Date (PID).....	29
Unsuccessful HHT.....	29

INTERIM LODGINGS, MEALS AND INCIDENTALS Section 4

Policy	30
Funding Overview	30
Responsibility	30
Transferee's Responsibility	30
Relocation Co-ordinator's Responsibility	31
Manager Responsibility	31
Principle for Reimbursement.....	31
Door-to-Door Moves	31
Benefit	31
Abatement of ILM&I.....	32
When Authorised to Move	32
Preparation and Delivery of Household Goods	32
Additional Days/Pack	32
Awaiting Occupancy	32
Commercial Lodgings	33
Non Commercial and/or Private Lodgings	33
Combined Commercial/Non Commercial	33
Meals and Incidentals	34
Meals on the First and Last Day of ILM&I	34
Meals in Excess of 21 Days.....	34
Lodgings in Excess of 21 Days	34
Child Care during Packing and Unpacking	35

TRAVEL TO THE NEW LOCATION Section 5

Policy	36
Funding Overview	36
Travel Time	36
Commercial Lodgings	37
Non Commercial/Private Lodgings	37
Combined Commercial/Non Commercial	37
Hotel/Motel Occupancy Principles.....	38
Meals and Incidentals	38
Kilometric Allowance.....	39
PMV Passenger	39
Ferry and Toll Charges	39

Business Class Upgrade on Commercial Carrier.....	39
Selecting the Mode of Transportation	40
Stop Over or Delays while En Route.....	40

RENTAL ACCOMMODATION Section 6

Policy.....	41
Funding Overview	41
Transferee's Responsibility.....	41
Rental Incentive.....	42
Rent or Lease Liability	42
Reimbursement for Property Damages.....	42
Professional Cleaning of Former Residence.....	42
Rent in Advance of Move.....	43
Rental Agency Finding Fees.....	43
Temporary Dual Residence Allowance (TDRA).....	44

SALE OF HOME..... Section 7

Policy.....	45
Funding Overview	45
Time Limit on Sale	46
Occupancy Requirements	46
Lot Size.....	46
Real Estate Commission	46
Legal Fees.....	46
Appraisal Fees	47
Mortgage Breaking Penalties.....	47
Attending Fees or Power of Attorney	47
Temporary Dual Residence Assistance (TDRA).....	48
Conditions of Reimbursement – TDRA	50
Commuting Assistance	51
Building/Structural Inspection.....	52
Return Trip to Finalize Sale.....	52
Return Trip to Effect Move	52
Home Equity Assistance Program (HEAP)	52
Capital Improvements.....	53
Professional Cleaning of Residence	54
Income Property	54
Private Sale.....	54
Co-Ownership.....	54
Marketing Incentives	55
Incentive Credited to Customized Component.....	55

PURCHASE OF REPLACEMENT RESIDENCE Section 8

Policy.....	56
Funding Overview	56
Time Limit to Purchase	57
Occupancy Requirements	57
Lots and Lot Size	57
New Home Construction	57
Purchase after Move	58
Non-Admissible Expenses.....	58
Income Properties.....	58
Co-Ownership.....	58
Loss of Deposit.....	58
Mobile Homes	58

Legal Fees.....	59
Building/Structural Inspection.....	59
Attending Fees and Power of Attorney.....	59
Mortgage Interest Differential.....	60
Mortgage Default Insurance Premium.....	60
Other Provisions.....	60
Interest on Short Term Personal Loan.....	60
Interest on Short Term Bridging Loan.....	61
Interest on a Home Relocation Loan.....	61
Mortgage Interest Buy-down.....	62
Professional Cleaning of Residence.....	62

MOVEMENT OF MOBILE HOMES..... Section 9

Policy.....	63
Funding Overview.....	63
Entitlement.....	63
Non-Transferable Savings from Core to Customized.....	64
Responsibility.....	64
Prohibited Move of a Mobile Home.....	64
Storage.....	64
Moving from Storage.....	64
Other Service Charges.....	64
Transit Time.....	65

SHIPMENT OF HOUSEHOLD GOODS AND EFFECTS..... Section 10

Policy.....	66
Funding Overview.....	66
Weight Entitlement.....	67
Qualifying Rooms.....	67
Transferable Savings.....	67
Incidental Relocation Expenses.....	68
Non-admissible Items.....	69
Storage in Transit.....	69
Long Term Storage.....	69
Savings from Reducing Long Term Storage Costs - for Appliances Only.....	70
Partial Shipping/Storage.....	71
Basic Insurance Coverage.....	71
Crating.....	71
Shipment of Personal Motor Vehicle (PMV).....	72
Shipment of RV/Boat/Motorcycle/ATV/Trailer/Snowmobile.....	72
Additional Shipping Expenses.....	73
Transportation of Pets.....	73
Time Off for Packing.....	73

REPRESENTED/NON-REPRESENTED PUBLIC SERVICE EMPLOYEES..... Section 11

Represented/Non-Represented Employees.....	74
Incentive to Participate in IRP.....	74
Grievance Process.....	74
HEAP - Not Applicable.....	74
Home Sale Assistance - Not Applicable.....	74
Pre-Sale of Home - Not Applicable.....	74
Funding Formula.....	75

NEWLY APPOINTED EMPLOYEES TO THE PUBLIC SERVICE Section 12

OTHER RELOCATION MOVES WITHIN CANADA (RCMP)..... Section 13A

Pre-Sale Of Principal Residence..... 77
Isolated Postings (I.P.) Under IRP..... 77
Transferable Savings 77
Partial Storage of HG&E..... 77
Long Term Storage (I.P./L.D.P.)..... 78
Weight Threshold 78
I.P. Weight Restrictions & Room Calculations 79

UNACCOMPANIED MOVES WITHIN CANADA - All Transferees Section 13B

Distinction 80
Unaccompanied Moves 80
Unused Core Benefits..... 80
Transferable Credit For Not Selling Home..... 80
Moving from Major Centre to I.P./L.D.P. 80
Unused Customized Funds 81
Disposal Costs 81
Moving from Major Centre to Another Major Centre 81
Future Visitation..... 81
Future Transfer/Relocation..... 81

**EXECUTIVE GROUP (EX) AND GOVERNOR IN COUNCIL APPOINTEES (GIC)-
RELOCATION PROVISIONS Section 14**

IRP Application 82
Previous Assistance 82
10% Home Sale Assistance 82
Assistance for Home Search..... 83
Weekend Travel Home Every Two Weeks 83
Incidental Expenses Allowances 83
Disposal/Acquisition Cost 83
Enhanced EX/GIC Services..... 84
RCMP EX Entitlements 84

DEFINITIONS.....85

Postings/Relocations within Canada

Effective Date **1.01** The federal government introduced on April 1st 1999 a comprehensive relocation pilot program known as the Integrated Relocation Program (IRP). The contract with the third party service provider has been extended until March 2003. This version of the policy comes into effect April 01, 2001.

Purpose and Scope **1.02** It is the policy of the government that in any relocation, the aim shall be to relocate a transferee in the most efficient fashion. That is, at the most reasonable cost to the public, yet having a minimum detrimental effect on the transferee and his/her family and on departmental operations.

1.03 The Integrated Relocation Pilot Program is designed to provide the transferee with professional assistance throughout every step of the relocation with the view of presenting the transferee every reasonable opportunity to maximize the available benefits.

The intent is to continue to be guided by the proven and tested principles and dispositions of the Relocation Directive that has been governing Government of Canada moves, except for and to the extent of those dispositions that are specific to this Pilot Program and the current contract with the third party Relocation Services Provider retained to assist with the delivery of this program.

1.04 The revised (pilot) program comprises two (2) components, namely the Core Component, which has been subdivided into a Basic Core and an Enhanced Core Component, and the Customized Component. While the utilisation of the Core Component of this program is not mandatory, there is no provision under any circumstances for those items that are not used, to be exchanged or assigned any monetary value which could be added to the Customized Component of the program. **The transferee who chooses not to use the provisions of the Core Component forfeits them.**

Example: A transferee opts not to go on a House Hunting Trip (HHT) foregoes a Basic Core entitlement and will not receive a monetary value for this action.

Purpose and Scope (cont'd)

1.05 A transferee desirous of enhancing his/her relocation will initially "draw-down" funds from the Enhanced Core envelope until such time that all the funds therein have been used.

Should all the available funds in the Enhanced Core envelope not be necessary, they will remain with the employer. On the other hand, should the individual requirements exceed the funds available in the Enhanced Core envelope, the transferee will be able to "draw-down" funds from the Customized envelope generated from earned IRP financial incentives and savings. Any unused portion of the earned IRP financial incentives and savings (in the Customized envelope) will be paid to the transferee at the conclusion of the move. A T4 (Relevé 1) may be generated for income tax purposes since the unused funds may be deemed to be employment benefits.

1.06 Enhanced Core benefits are identified in the policy and shall be reimbursed at the discretion of the Departmental National Coordinator and will be based on actual and reasonable receipts in keeping within justifiable use of public funds.

1.07 This relocation policy and any limitations thereto are published as policy and not as permissive guidelines. The relocation policy is premised on the reimbursement of actual, reasonable and legitimate relocation expenses. Discretion, be it at the transferee, managerial or departmental level, shall be confined to those provisions where discretion is specifically authorized.

The relocation provisions which generally apply to moves within Canada shall provide only for the transferee's legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances. When selecting service providers, a transferee will ensure that an "arm's length" relationship exists.

1.08 The approval of the Treasury Board is required for payment of relocation expenses not covered by this revised policy or under the terms of the contract with the third party supplier.

In the event a transferee's principal residence is sold within the time that a transfer notice has been received and the consultation with Royal LePage Relocation Services (RLRS) has not been completed, the sale price will be used in lieu of an appraisal to establish the funding envelope.

Purpose and Scope (cont'd)

1.09 Unless specifically stated otherwise, the standards, rates or allowances and the reimbursement of expenses incurred as authorized in this policy shall be applied to all eligible persons irrespective of age, sex, marital or family status, or disability. Travel and shipment of household goods and effects provisions shall comply with the provisions of the current Travel Directive and the Household Goods Removal Service contract, unless exceptions are specified in the policy.

Responsibilities

1.10 It is the responsibility of the employer to reimburse the transferee's actual and reasonable relocation expenses, within the limits of this policy when the relocation is made at the request of the employer.

Deputy Heads are responsible for the implementation of this policy within their departmental jurisdiction. The Deputy Head may delegate the authority in accordance with departmental delegation of authority instrument. Nevertheless, some provisions require the personal approval of the Departmental National Coordinator, specifically identified for this program. The program delivery costs are to be assumed by user departments as per the approved fee-for-service schedule.

(I). This is intended to assist "management" in the administration of the Integrated Relocation (Pilot) Program (IRP).

(II). Employees who recommend, authorise, interpret, process payment, review and audit expense claims/entitlements are considered as "management" for the purposes of this Policy document and they should be familiar with both the Travel Directive and the IRP Policy prior to the authorisation or review of travel expenditures and relocation related expenses.

(III). Line managers and supervisors are encouraged to focus on the correct pre-authorisation process put in place during this Pilot - each transferee must be referred to RLRS without the department providing funding assistance from within - it is at this stage that important decisions are made.

Unless the authority to relocate is properly pre-authorised, in accordance with the provisions of the IRP Policy, the transferee is placed at a disadvantage because there is no authority under the Financial Administration Act (FAA) for managers to reimburse expenses that fall outside the negotiated terms of this Policy. There should be no discretion to adjust claims to suit individual situations that are outside the provisions of this Policy.

**Responsibilities
(cont'd)**

(IV). Transferees are equally responsible to know that the terms requested and claims must be in accordance with the IRP Policy because these terms and conditions form part of the relocation services contract. It is recommended that a transferee does not enter into contracts for services prior to consultations with the IRP contracted service provider (RLRS) since it could restrict the transferee's entitlements.

The employer will reimburse a transferee for a wide range of relocation expenses. However, these expenses must be directly attributable to the relocation, and must be clearly reasonable and justifiable. They must not upgrade the financial position of the transferee and must be supported by receipts as stipulated within the policy.

The relocation provisions which apply to moves within Canada shall provide only for the transferee's legitimate expenses, without opening the way for personal gain or for the underwriting of extravagances.

(V). Receipts must be original documents or the customer's carbon copy (or monthly statement) of credit card expenditures. Photocopies are not acceptable. This is to ensure the validity of the reimbursement requested and to prevent duplicate reimbursement by the department, or its service provider. A transferee may sign a personal declaration justifying a loss due to exceptional circumstances.

(VI). Each transferee (a public officer under the F.A.A.) is reminded of the requirement established by an Act of Parliament; F.A.A. section 34.1.a. & b.

40 Kilometres Rule

1.11 The general rule is that upon relocation, the transferee's new principal residence must be at least 40 km (by the shortest usual public route) closer to the new place of work than his/her previous residence was. See wording as per section 248 (1) of the *Income Tax Act* below^A.

The formula for calculating the distance^B is:

1. Distance in kilometres between old home and new place of work =km
2. Distance in kilometres between new home and new place of work = ...km
3. Line 1 minus line 2.km

A - Income Tax Act

S. 248(1), the definition "eligible relocation" was added by S.C. 1999, c. 22, s. 80(12), applicable to all taxation years. It reads:

"Eligible relocation" means a relocation of a taxpayer where:

- (a) the relocation occurs to enable the taxpayer (i) to carry on a business or to be employed at a location in Canada (...), or (ii) to be a student in full-time attendance enrolled in a program at a post-secondary level at a location of a university, college or other educational institution (...),
- (b) both the residence at which the taxpayer ordinarily resided before the relocation (in section 62 and this subsection referred to as "the old residence") and the residence at which the taxpayer ordinarily resided after the relocation (in section 62 and this subsection referred to as "the new work location") are in Canada, and
- (c) the distance between the old residence and the new work location is not less than 40 kilometres greater than the distance between the new residence and the new work location ..."

B - Canada Customs and Revenue Agency's form T1-M E (99) "Claim for Moving Expenses".

Application

1.12 The Integrated Relocation Program (Pilot) applies to employees/appointees in the Executive Group (EX) and to Governor in Council appointees (GIC) whose relocation were previously governed under the provisions of the Special Relocation Authorities (chapter 3-2). Both the Royal Canadian Mounted Police and the Canadian Forces have, for the duration of the IRP Pilot, suspended their separate relocation authorities to participate in this pilot program. It is also available to non-represented employees of departments and agencies listed in the *Financial Administration Act* (FAA) under Schedule I, I.1 and II, and branches of government designated as departments for purposes of the FAA.

Represented employees can now participate on an optional basis following a National Joint Council decision of January 2000. These employees will be given an option to participate in the IRP or the regular Relocation Directive with the clear understanding that once the decision is made for one or the other program, they will be committed to it. The choice of the program is left to the transferee. **The IRP is not subject to the grievance process.**

1.13 The relocation pilot does not apply to the relocation of a transferee or other person whose relocation is governed by other authorities. Therefore, these provisions do not apply to members of the Senate and House of Commons, judges, members and employees of Boards, Commissions and other Agencies which are separate Employers as per the Public Service Staff Relations Act (PSSRA) unless authority to be included in the Pilot Program has been granted by the Project Authority at the Treasury Board Secretariat (TBS).

1.14 The relocation pilot applies to transferees whose relocation is of a permanent nature (not on temporary assignment), normally for a period of more than three years. It also applies to transferees other than members of the RCMP relocated to Isolated Posts for a period in excess of two (2) years.

Contractor and Location

1.15 Royal LePage Relocation Services (RLRS) has been awarded the contract for the duration of this Pilot and they will provide this service in the following regions:

1. Pacific Region (British Columbia, Yukon, Northwest Territories, Nunavut)
2. Prairie Region (Manitoba, Saskatchewan, Alberta)
3. Central Region (Quebec and Ontario) with offices in Quebec, Ottawa and Toronto
4. Atlantic Region (Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island)

Introduction

1.16 This is an outline of the various benefits available to transferees **posted from one place of duty to another within Canada.** The various benefits should be read and understood.

Where the advice given by the third-party relocation consultant contradicts this policy, a request is to be made for the advice to be provided in writing. Subsequently, the Department National Coordinator is to be consulted for clarification on advice provided. **This is very important because expenses resulting from misinterpretation or mistakes will not necessarily be reimbursable.**

The government's objective is to provide its employees with a full range of relocation assistance services in a formula that marries direct reimbursement of expenditures, of which the transferee has little control over, and a "cafeteria style" approach to benefits providing an opportunity for the transferee to select what is best for him/her (within a funding envelope) under his/her own family/unique circumstances.

1.17 The Integrated Relocation Program (IRP Pilot) provides a customized approach for each participant's particular needs. It is an integrated relocation service within Canada to those transferees identified by their departments as requiring enhanced relocation assistance to meet both operational requirements and program objectives and the transferees needs. It will provide federal employees with relocation planning, marketing assistance and destination services along with several other enhanced relocation services.

The "one-stop shopping" concept of this program will ensure access to professional relocation services assistance throughout every step of the transferee's move.

IRP Program

The program is made up of two components: Core benefits (Basic and Enhanced Core benefits) and Customized benefits.

i. Core Component

Basic Core

The Basic Core Component includes those basic provisions regarding the reimbursement of eligible expenses, such as real estate commissions, legal fees, etc., and includes some enhancements such as relocation planning, destination services, etc.

Enhanced Core

The Enhanced Core Component includes items that can be reimbursed, up to the value calculated from pre-budgeted amounts within the Enhanced Core Component provisions.

ii. Customized Component

The Customized Component includes items that can be reimbursed, up to the value calculated from "savings" or incentives generated/earned from the Core Component provisions, the relocation allowances and non-accountable allowances.

Reimbursable items require receipts and are to be managed to allow the transferee to maximize the effectiveness of the plan according to Income Tax regulations and to allow the employee to benefit from cost-effective rates and services. The IRP program is designed to encourage and facilitate door-to-door moves thereby eliminating the need for TDRA, etc., through improved move management.

NOTE: Ultimately, the transferee makes the final decision to accept or reject the advice provided. However, the selection of contractors for specified relocation services must respect the "arm's length" relationship principle.

In the event that a transferee has been advanced funds and at the conclusion of the file it has been identified that such funds should not have been provided, the transferee must make full restitution immediately upon notification, to Royal LePage Relocation Services.

Eligibility

1.18 Unless specifically stated otherwise, the relocation provisions in this policy shall apply to all transferees whenever they are authorized to move household goods and effects on relocations within Canada, from one place of duty to another while respecting the 40km rule specified by Canada Customs and Revenue Agency.

Employees authorised under the Treasury Board Telework Policy to work from their current place of residence instead of being relocated to the new place of work will be subject to the same two year limitation on the reimbursement of relocation expenses applicable to all transferees, (i.e. sale at origin and purchase at destination). Upon early termination of the Telework arrangement within the two-year period, the Departmental National Co-ordinator will personally determine whether participation to IRP should be allowed.

The geographical location from which the Telework situation originated must be located within Canada.

Non-Eligibility

1.19 The relocation incentives described in the Integrated Relocation Pilot Project (IRP) do not apply to transferees authorized to move household goods and effects upon recruitment from outside the Public Service unless appointed to an EX/GIC position

1.20 Where a transferee for whom participation in IRP is not mandatory and enters into a "relocation mode" prior to being explained the IRP program by the contracted service provider, or where a transferee signs contracts (realtor, lawyer, appraisers, pre-sale, etc...), or has been departmentally reimbursed for relocation related expenses, that transferee forfeits eligibility to IRP.

Retirees

1.21 Until further notice, retiring RCMP members will continue to be governed by separate authorities, where applicable.

**Other
Relocation/
Moves Within
Canada**

1.22 Those EX/GIC transferees who are relocated within Canada as a result of personal/operational requirements will be entitled to very specific services as are clearly indicated within section 14 of this policy.

**Special
Circumstances**

1.23 All requests for reimbursement that fall within the intent of this policy, but whose special circumstances have not been specifically addressed, must be forwarded through normal channels directly to:

- For members of the RCMP: your RCMP relocation reviewer for furtherance to the Departmental National Co-ordinator, Financial Control Section – Finance Branch, Corporate Management Directorate, Ottawa; or
 - For employees of the federal Public Service: the designated Departmental National Co-ordinator, head office.
-

**Overview
Committee**

1.24 An Overview Working Committee has been established to address exceptional cases or circumstances. A subsequent decision from this Committee is binding.

Committee members include representatives from the Treasury Board Secretariat (TBS), the Department of National Defence (DND), and the Royal Canadian Mounted Police (RCMP), bargaining agent representation and Royal LePage Relocation Services.

Cases are to be submitted to the Overview Committee by the Departmental National Co-ordinator.

**1.25
Benefits Table
Section 1**

The following table lists the benefits available to a transferee:		
RELOCATION BENEFITS	Basic Core	Enhanced/ Customized
A. Relocation Planning		
Explanation of the mobility program	X	
Presentation of program benefits and options	X	
Presentation of transferable values and their application	X	
Provide financial tools to evaluate renting vs buying	X	
Provide counselling on importance of door-to-door move	X	
Provide counselling on the multiple aspects of the move	X	
Counsel on when HHT should be taken, pre-search requirements	X	
Provide liaison service for GTS and HGRS	X	
B. Destination Orientation		
Provide information consultation on new location/community	X	
Provide guidance on securing accommodation (rent/purchase)	X	
Provide information on market values and trends at destination	X	
Provide information on new neighbourhood, schools, special facilities, commuting services, senior homes, etc.	X	
Assist in pre-qualifying for HHT (housing requirements and financial considerations)	X	
Assist in preparing home/rent search plan and link-up at new locale	X	
Counsel on pre-approved mortgage	X	
Recommend realtors and brief on the range of services to be expected - "open broker policy"	X	
Counsel on signing agreements with purchasing agents for newly built sale by owner properties, etc.	X	
Recommend lawyers and brief on the range of services to be expected - "open broker policy"; list of reimbursable disbursements	X	
Recommend financial institutions and brief on penalties and options, range and level of services to be expected - "open broker policy"	X	
Recommend building inspection firms and brief on the range and level of services to be expected	X	
Counsel on limitation of fees payable under IRP	X	
Counsel on Offer-to-Purchase process	X	
Counsel on exceptional circumstances	X	
Provide information on basic leases, penalties, lease terms, etc.	X	
C. House Hunting Trip: Section 3		
Car Rental (upgrade from compact available via Enhanced Core funding)	X	X
Child Care (expenses above Basic Core are funded from the Enhanced Core)	X	X
Extended HHT (additional 2 days + 2 days)		X
House Hunting Trip - Extra Expenses for Children		X

RELOCATION BENEFITS	Basic Core	Enhanced/ Customized
HHT duration Expenses (5 days – 5 nights)	X	
Telephone Calls (expenses above Basic Core funded from Enhanced Core)	X	X
D. Interim Lodgings, Meals and Incidentals: Section 4		
Lodgings, Meals and Incidentals (each authorized day)	X	X
Lodgings, Meals and Incidentals (extended family)		X
E. Travel To New Location: Section 5		
Transportation and Travelling Expenses	X	
Transportation and Travelling Expenses – Extended Family		X
F. Rental Accommodation: Section 6		
Professional Cleaning of Former/New Residence (\$100)	X	X
Rent and Lease Liability	X	
Rent in Advance of a Move (30 days Basic Core)	X	X
Rental Agency Finding Fees	X	
G. Sale/Disposal of Home: Section 7		
Appraisal Fees on Sale of Home - 1 appraisal (corporate rates)	X	
Attending Fees/Power of Attorney (actual and reasonable)	X	
Capital Improvements – per Income Tax Act		X
Equity Loss - RCMP (capped @ \$15,000. Balance from Enhanced Core/Custumized)	X	X
Legal Fees and Disbursements (corporate rates)	X	
Marketing Incentives		X
Mortgage Interest Differential Penalty - non-portable mortgage	X	
Mortgage Paydown Penalty - non-portable mortgage	X	
Mortgage Paydown Penalty		X
Mortgage Interest Differential on Sale		X
Professional Cleaning of Former/New Residence (\$100)	X	X
Real Estate Commission (corporate rates)	X	
Building/Structural Inspection (corporate rates)		X
TDRA (limitations apply)	X	X
Property Management Services		
H. Purchase of Home: Section 8		
Interest on short term loan -deposit for the purchase	X	
Access to The Mortgage Centre	X	
Bridging Loan – interest		X
Legal Fees and Disbursements on Purchase of Home (corporate rates)	X	
Attending fees -	X	
Mortgage Default Insurance Premium		X
Mortgage Interest Differential (up to 5 years; up to \$5,000)	X	
Mortgage Interest Buy-down		X
Power of Attorney	X	
Building/Structural Inspection (corporate rates)	X	
Follow-up inspections	X	
\$25,000 Home Relocation Loan		X
Mortgage Interest Buy-down		X
Professional cleaning (\$100)	X	X

RELOCATION BENEFITS	Basic Core	Enhanced/ Customized
I. Additional Benefits		
Additional Insurance – Motor Vehicles		X
Adjustments and Alterations to Furniture and Fixtures		X
Boarding of Pets		X
Car Shipment (Car Storage not permissible) (1 vehicle)	X	
Counselling Services – Extended Family		X
Crating		X
Duplicate Housing or Commuting Assistance		X
Home Renovations for Disabled Members and Dependents		X
Incidental Shipping Expenses		X
Miscellaneous Shipping Expenses		X
Property Management Fees (Former Home)		X
Shipment of Second/additional Family Motor Vehicle		X
Shipment of Recreational Vehicle		X
Shipment of Boats, Motorcycles, and ATV's		X
Shipment of Trailers		X
Shipment of Mobile Homes (with limitations)	X	
Shipment of Antiques and Works of Art		X
Shipment of Pets		X
Spousal Employment Search		X
Spousal Curriculum Vitae and Interview Travel		X
Storage in Transit - over Basic Core		X
Shipment: Furniture & Effects - Basic Core up to 20,000lbs/9,071.94kg	X	X
Long term storage (core under IPD or LPD / customized otherwise)	X	X

NOTE: See appropriate sections for description, policy rate limitation and policy application.

1.26

Basic Core Component

Purpose The purpose of this section is to describe the Basic Core Component and the various benefits available to transferees when being relocated from one place of duty to another place of duty within Canada.

Who pays for Core Benefits? Basic Core benefits within described parameters are 100% funded by the department unless specifically stated otherwise. Example: A transferee who incurs real estate commission expenses for \$15,000 would be reimbursed the \$15,000.

What else is covered under Basic Core? In addition to the basic relocation related reimbursable entitlements, a transferee will also receive professional counselling such as relocation planning, door-to-door moves, destination services including information on the new location such as schools, churches, medical and recreational facilities, etc.

Basic Core Benefits The following is an overview of Basic Core benefits available to transferees. Full information on the conditions and limitations of a particular benefit are included in the appropriate section of the policy document.

An overview

<input type="checkbox"/> Appraisal Fees - sale of home	<input type="checkbox"/> Mortgage breaking penalties - non-portable mortgages only.
<input type="checkbox"/> Car Shipment - 1 PMV	<input type="checkbox"/> Mortgage interest differential on purchase (non-portable mortgage)
<input type="checkbox"/> Child care	<input type="checkbox"/> Real Estate Commission
<input type="checkbox"/> Cleaning of one residence	<input type="checkbox"/> Rent in advance of a move
<input type="checkbox"/> Counselling - relocation planning	<input type="checkbox"/> Rent and lease liability
<input type="checkbox"/> Equity loss (Max. \$15,000 RCMP)	<input type="checkbox"/> Rental Agency finding fees
<input type="checkbox"/> Home sale assistance for EX/GICs	<input type="checkbox"/> Shipment of household goods 20,000lbs/9,071.94kg
<input type="checkbox"/> House Hunting Trip expenses	<input type="checkbox"/> Shipment of mobile homes (limitations apply)
<input type="checkbox"/> Interim lodgings, meals & incidentals	<input type="checkbox"/> Storage in transit
<input type="checkbox"/> Legal Fees - acquisition of home	<input type="checkbox"/> Building/Structural insp. (on purchase)
<input type="checkbox"/> Legal Fees - sale of home	<input type="checkbox"/> TDRA (Max. \$1,000/month x 6 months)
<input type="checkbox"/> Long Term Storage (I.P./LDP only)	<input type="checkbox"/> Business telephone calls – HHT

1.27

Enhanced Core/Customized Component

Purpose

The purpose of this section is to explain the Enhanced Core/ Customized Components and the benefits available to transferees on relocation.

Intent

It is intended to allow transferees to claim other elements of a move that are not covered under the Basic Core component. They provide the flexibility to choose items that best meet their relocation needs.

Who pays for the Enhanced Core/ Customized Benefits?

These benefits are funded from the transferee's funding envelopes. The amount of money available to a transferee is determined from the respective funding formulas and is different for each transferee based upon his/her personal circumstances. **All unused Enhanced Core funds are retained by the department.**

Benefits Overview

1.28 For information on the conditions and limitations of a particular benefit, refer to the appropriate section within the policy document. The following is an overview of benefits available to transferees on relocation.

- Adjustments to furniture
 - Additional insurance (shipment of HG&E)
 - Bridge Financing
 - Building Inspection (on sale)
 - Capital Improvements
 - Car rental
 - Child care
 - Children and extended family
 - Crating
 - Equity loss over Basic Core (RCMP)
 - HHT/HIT additional expenses/ days
 - Home Renovation (disabled family)
 - Marketing incentives
 - Miscellaneous shipping expenses
 - Mortgage Default Insurance
 - Mortgage Interest Differential
 - Mortgage paydown penalty when porting not applicable
 - Property management fees
 - Property maintenance fees
 - Incidental Relocation expenses
 - Shipment of antiques/art
 - Shipment of boats
 - Shipment of pets (limitation)
 - Shipment of RVs
 - Shipment of 2nd PMV
 - Shipment of trailers
 - Spousal services
-

Spousal Services

1.29 Benefits that may be reimbursed under the IRP for spousal assistance services include:

- employment search;
- employment assistance;
- interview travel;
- preparation of CV;
- photocopy and transmittal costs for transcripts of academic records.

Receipts will be required; a taxable benefit could result from these reimbursements – subject to Canada Customs and Revenue Agency policy and guidelines.

Enhanced Core/ Customized Funding

1.30 Enhanced Core Funding Envelope:

This funding is the department's money provided to transferees to "enhance" their move by paying for benefits not otherwise payable under the Basic Core. Since this money is funded for the sole purpose of enhancing a move, **unused or remaining funds shall be returned to the department** and are **NOT** payable to the transferee.

All expenditures considered as part of an enhancement to the move, shall be charged against the Enhanced Core funding envelope first, and any expenditures in excess of the Enhanced Core funding envelope shall then be funded from the Customized funding envelope.

1.31 Customized Funding Envelope:

This funding is the transferee's money and may or may not be used to enhance their move. It is a combination of their transfer allowance and any additional savings or incentives earned by cost savings.

Upon completion of the move or the twelve (12) month time limitation from the date of registration with Royal LePage Relocation Services - whichever comes first, any funds in the Customized envelope that cannot be applied to non-taxable reimbursable expenses as per Canada Customs and Revenue Agency guidelines, are to be issued to the transferee as a taxable benefit. **Reimbursement of expenditures is subject to policy limitations/ reasonable expenses in keeping within justifiable use of public funds.**

Introduction

2.01 The funding formula establishes the amount of funding that the department has made available to a transferee to "enhance" his/her move by paying for benefits not otherwise payable under the Basic Core. Since this money is funded for the sole purpose of enhancing a move, all unused/remaining funds in the Enhanced Core envelope shall be returned to the department and are not payable to a transferee.

All expenditures considered as part of an enhancement to the move, shall be charged against the Enhanced Core funding envelope first, and any expenditures in excess of the Enhanced Core funding envelope shall be funded from the Customized funding envelope.

Invoices for the delivery of services will be paid from the funds accumulated in both the Enhanced Core and Customized Components up to, but not exceeding the allocated funds therein.

2.02 The Customized Component funding is the transferee's money and may or may not be used to enhance the move. It is a combination of his/her transfer allowance, incidental allowance and any additional savings and/or incentives earned by cost saving measures. The Transferee will have final decision on how the Customized Component funds are expended.

**Calculation of
the Enhanced
Core and
Customized
Funding
Formula**

2.03 The calculation of the funding formula shall be determined from the table that follows. For information on the conditions and limitations on any part of the calculation, please refer to the appropriate area within this section.

ENHANCED CORE FUNDING FORMULA		
Real estate commission (home owner) ^a or Renters allowance: \$1,000 @ 100%.	_____	x 35% =
+ Transportation cost - one way- kilometric rate (transferee and dependants)	_____	x 35% =
+ Cost of shipping 1000 lbs. (453.60kg) of household goods per qualifying room ^b (zone-to-zone matrix)	_____	x 35% =
Total Enhanced Core Funding:		
CUSTOMISED FUNDING FORMULA		
<u>Allowances/Incentives:</u>		
+ Non-accountable incidental allowance; or (EX/GIC only, 4 weeks pay in lieu of \$650) or RCMP members' transfer allowance		\$650
<i>Incentive for not selling home:</i>		
+ 80% of Real Estate commission for not selling home (Max. \$12,000/maximum appraised value \$300,000) ^c		
+ Rent Incentive (\$1,000 -renters/homeowners)	=	_____
Sub-total:		
<u>TRANSFERABLE SAVINGS TO CUSTOMISED ENVELOPE</u>		
+ 80% of cost savings resulting from shipping household goods below the threshold (1000lbs [453.60kg] – room (<i>HGRS contract</i>))		
+ 80% of cost savings resulting from not using long term storage (I.P.) for major appliances – max 24 months (<i>HGRS contract</i>)		
<i>HHT incentive:</i>		
+ \$250 for flying and staying over on Saturday at destination; or ILM&I savings for unused days (max \$250., taxes included.)		_____
Sub-Total:		
TOTAL Customized Funding Envelope:		

- a. Based on appraised value; homeowners only (maximum transferable per homeowner \$5,250.)
- b. Qualifying rooms - (kitchen, bedrooms, living room, recreation room, family room, dining room, basement, garage (not condos and apartments), out building (limit of one), storage room (separate from apartment); weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from weight factor; (1 kg=2.2046 lb.).
- c. Entitled to a credit of 80% of the Real Estate Commission (Corporate rate) that would have been payable if house was sold; it is recommended that this be applied to property management fees.

NOTES:

1. Unused credits in the Enhanced Core envelope are not transferable to the Customized Envelope.
2. Represented/non-represented employees see Section 11 for special IRP incentive.

Real Estate Commission

2.04 The first element used to calculate the Enhanced Core Funding envelope varies based upon the accommodation status at the time of relocation notification as follows:

Homeowner: 35% of the real estate commission payable based upon the established appraised value of the home to a maximum of \$5,250. (applicable taxes excluded).

Renters: A renter at origin will be credited with \$1,000.

NOTE: The funding allowance provided to a homeowner is greater because the expenses associated with buying/selling a home are far greater than those of renters disposing of or acquiring rental accommodation.

Transportation of Family

2.05 The second element used to calculate the Enhanced Core Funding envelope is the cost of one-way transportation to the new place of work location. For calculation purposes only, the funding will be based on the distance, one-way, between the former and new place of work as determined by the policy centre, multiplied by \$0.35, multiplied by the family size, multiplied by 35%.

Formula: 35% x (distance x \$0.35 x family size)

Example: Road distance between the old and new place of duty is 3,000km and the number of persons travelling is 4. The amount to be transferred to the funding envelope is:

$3,000\text{kms} \times 4 = 12,000\text{kms} \times \$0.35 = \$4,200 \times 35\% = \$1,470$

Transportation of Household Goods

2.06 The third element used to calculate the Enhanced Core Funding envelope is based upon the cost of shipping an average of 1,000 lbs/ 453.60 kg household goods per unit/room from one location to another. **Does not include the shipment of vehicles for calculation purposes.**

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

2.07 Qualifying Rooms Include: kitchen, bedrooms (including bedrooms in finished basement), living room, recreation room, family room, dining room, basement, garage – not condos and apartments, out-building/storage shed (limit of one), storage room (separate from apartment).

**Transportation
of Household
Goods (cont'd)**

2.08 A transferee sharing accommodations is entitled to shipment of HGE weight factor based on the rental formula. i.e. 3 people rent a 3-bedroom house and rent is based on "the/a room". The transferee is entitled to the weight factor of 1 (one) room. If the rental formula is based on the entire premises divisible by the number (3) of shared tenants, then the transferee is entitled to 1/3 of the entire number of rooms.

This applies to articles shipped under Core which the moving firm will accept on a straight-weight basis only (policy centre confirmed rates).

NOTE: In those exceptional cases where labourers are flown into remote communities for packing, etc., this cost will be excluded from the formula configuration being used.

**Non-
Accountable
Incidental
Expenses
Allowance**

2.09 Transferees (other than EX/GIC/RCMP) may receive a non-accountable incidental expenses allowance credited to the Customized funding envelope in an amount of up to \$650. CCRA defines a non-accountable allowance as an allowance that employees do not have to account for upon relocation i.e. receipts are not required but should be retained.

This allowance is meant to offset some of the losses associated with a move such as:

- Food which cannot be shipped (e.g. frozen food, perishables)
- Household goods which cannot be shipped (e.g. paint and building materials)
- House plants
- Other minor out-of-pocket expenses.

Transferee must sign a statement verifying that these expenses were incurred.

**Rental
Incentive**

2.10 All transferees who elect to move into rental accommodation at the new location shall receive a rental incentive of \$1,000 credited to their Customized funding envelope.

NOTES:

- (1) Transferees moving into Official Residences designed for special functions **do not** qualify for this incentive; and
- (2) Transferees moving into accommodations (rental apartments, condo rentals, Crown Homes, etc.,) qualify for this incentive.

**Rental
Incentive
(cont'd)**

2.11 Transferees have up to two years from the date he/she reports for duty at the new location, to purchase a replacement residence. Therefore, transferees who anticipate purchasing within the two years and wish to claim legal fees may waive the rent incentive and claim legal fees within the established time limit. The contractor shall normally close the Customized Component file within the twelve (12) month time period from initial reference date that the transferee has been referred to the contractor. **If the transferee confirms that the rent incentive will not be taken, this benefit is forfeited forever.**

However, once the transferee has decided to accept the rent incentive, no adjustments shall be made and the transferee is no longer entitled to claim legal fees on purchase.

NOTE: Upon accepting the rental incentive, a transferee's "status" is frozen for a period of four (4) years (i.e. in as a renter, out as a renter). However, this limitation may be lifted where, within the four year period, the transferee is relocated at the request of the employer (imposed move; employer demand), and where the move meets other IRP related criteria such as the 40 km rule. Under these circumstances, an employee who initially accepted the rental incentive and subsequently purchased a home may be relocated as a homeowner although the subsequent relocation occurs within the four (4) year period.

**Core Benefit
Transferable
Savings**

2.12 Transferees may increase their Customized-funding envelope by realizing savings in the following ways:

- Opting for not selling the former home
 - Shipping fewer household goods
 - Reducing long term storage costs - I.P. and/or L.D.P., only
 - Reducing the length and cost of House Hunting Trip/staying over on Saturday @ destination.
-

**Real Estate
Commission
Savings**

2.13 Transferees who elect not to sell their homes at their former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded). The amount payable is calculated on the appraised value at pre-negotiated corporate real estate commission rates, capped at \$12,000. See **NOTE** in 7.26.

Example: Average appraised value of home is \$300,000 max. The commission at 5% is \$15,000. Therefore a transferee could transfer \$12,000 (i.e., \$15,000 x 80%) from the Basic Core to the Customized-funding envelope. – This could be applied to property management.

Savings from Shipping Fewer Household Goods

2.14 Transferees who ship household goods and effects below the established weight threshold may transfer, to their Customized Funding envelope, 80% of the savings resulting from shipping weight below this threshold.

2.15 For the purposes of determining savings when shipping fewer household goods and effects, a maximum weight threshold of 1000 lbs./453.60 kg per qualifying room has been established.

NOTES:

(1) Departmental Co-ordinators shall provide RLRS with a copy of the moving companies' final billing (or confirm via fax, the actual weight charged for by the commercial carrier) which clearly indicates the actual weight shipped. In the interim, transferees must provide, at the earliest possible date, a copy of their bills of lading and the original estimated weight to RLRS for funding computation.

(2) In those instances where the Crown incurs storage costs (LTS), there will be no transferable savings for shipping under the threshold. Also, when there is no shipment of HG&E (via government licensed contracted commercial carriers), there will be no transferable savings for shipping under the threshold.

Savings from a Shorter House Hunting Trip

2.16 Transferees, authorised to drive (650 km or less one-way) and have completed the HHT in less than the normal length HHT of 5 days, may transfer 100% of all lodging, meals, and incidental savings for unused days (capped at \$250) to the Customized-funding envelope. For calculation purposes a normal length HHT consist of the following:

- 5 days meals (HHT) + 2 days (travel status)
- 5 nights lodgings (HHT) + 1 night lodgings (travel status)

Example: A transferee and spouse who departed on Sunday and returned on Thursday would have used 3 days' meals and 3 nights' lodgings. Therefore, the transferee could transfer the cost of 2 days meals and 2 night's lodgings and 2 days incidentals up to a maximum of \$250 to the Customized-funding envelope.

OR

Incentive for Staying over a Saturday Night

2.17 Transferees who are flying and arrange their itinerary so that they are able to stay over a Saturday night save the Department in reduced airfare costs. This is based upon *return full fare economy airfare* from point of origin to final destination, direct/non-stop (except when the carrier forces a connection/stopover such as flight from Halifax to Whitehorse). **Stay over must be at destination, not en route.** Transferees in these cases shall receive \$250 into their Customized funding envelope.

NOTES:

- **Does not** apply to a transferee who is compensated (overtime/double time salary payment) for being in travel status.
 - **Does not** apply to transferees relocating into Crown homes or facilities!
-

**Savings from
Reducing Long
Term Storage
Costs**

2.18 Transferees who are posted to an Isolated Post and into Crown accommodation where it is impossible to normally accommodate their major appliances are entitled to Long Term Storage at public expense.

2.19 Those transferees who make alternate arrangements and decide not to store their major appliances, may transfer 80% of the savings resulting from not having to store their fridge, freezer, stove, washer, dryer, and/or dishwasher, to their Customized Funding envelope.

NOTE: For transfer value purposes, the saving is to be calculated on the weight/volume (industry averages) of the items, based on the actual duration of the storage requirement up to a maximum of 24 months (policy centre confirmed rates).

**Transfer
Allowance**

2.20 Those transferees who also receive a relocation allowance under separate authority:

- RCMP members will receive an allowance equivalent to 1/12 salary added to the Customized Component.
- The allowance is based on 1/12th of annual pay at rate of pay at the substantive (permanent) position immediately prior at his-her old post.

2.21 EX and GICs only, can claim an incidental expenses allowance (approximately 4 weeks of pay) in lieu of the \$650 as per their previous separate authorities, normally the equivalent of:

- GOC EXs incidental calculation based on factor: gross annual salary /52.176 x 4 (weeks).
-

Policy

3.01 It is the policy of the Department to provide a transferee with the opportunity to secure suitable accommodation at the new place of duty.

Additional Service or Assistance with IRP

3.02 IRP provides the additional service/assistance such as home search, etc., as outlined in the following pages.

3.03 A successful HHT should result in most moves being door-to-door, hence, considerably reducing the cost for interim lodgings, meals, and incidental expenses and eliminating unnecessary storage in transit costs.

Funding Overview

3.04 Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/Customized
HHT: Lodgings: 5 + 1 nights Meals: 5 + 2 days Incidentals: 5 + 2 days	Transferee and Spouse	Children and/or Extended Family
Extended HHT (Family issues) Lodgings: up to 2 days Meals: up to 2 days Incidentals: up to 2 days - see 3.13		Transferee, Spouse, Children and/or extended family. Lodgings and meals.
Extended HHT (Finding elder care accommodation) Lodgings: up to 2 days Meals: up to 2 days Incidentals: up to 2 days -see 3.13		Transferee, Spouse, Children and/or extended family. Lodgings and meals.
Home Inspection Trip (HIT) Lodgings: 2 + 1 nights Meals: 2 + 2 days Incidentals: 2 + 2 days - see 3.13	Transferee/Spouse (one person only)	
Rental Car	Compact car - 6 days(HHT) Compact car - 3 days(HIT)	Upgrade/costs over Basic Core
Return Transportation	Transferee and Spouse	Children and/or Extended Family
Telephone Calls	Local/long distance - business	No reimbursement for calls home
Child Care - 7 days	Actual expenses within limitations	Expenses for extra HHT/HIT days and above Basic Core funding.
Boarding of Pets		Actual expenses
Commuting on HHT	Kilometric expenses for 5 days	

**Authorisation/
Duty Status**

3.05 Before proceeding on an HHT, prior approval must be received from the receiving manager/relocation reviewer. A transferee who is relocating to a new post (including Isolated Posts) where a viable market exists is eligible to an HHT. Transferees are deemed to be on duty travel for the normal duration HHT (5+2 days). Annual leave/compensatory time off may be used for extended periods.

Travel Time

3.06 Total travel time shall not exceed two days, except when distances and/or connections are such that the total return journey cannot be accomplished in that period. In such cases, additional travel time shall be authorized by the Departmental National Co-ordinator and those expenses paid from Basic Core.

However, additional travel time and related expenses, resulting from the transferee selecting a different mode of transportation other than that which would normally have been used, will be funded from the Customized envelope. Annual/compensatory/in-lieu time off (authorized) leave will be used for these additional days.

**Duration
of HHT**

3.07 A transferee or spouse, or both, may be authorized a HHT of up to 5 days (5 nights) duration at the new location. The total duration of the HHT shall not normally exceed 7 days (6 nights) total, including travel time.

Extended HHT

3.08 Transferees may use funds from the Enhanced Core /Customized Component to extend the duration of their HHT by up to 4 days as follows:

- Family Issues – a maximum of 2 days for locating day care, school, and/or making specialized medical arrangements; and/or
 - Finding Accommodation – a maximum of 2 days to find suitable accommodation (other than principal residence) such as elder care facilities.
-

**Additional
Travelling
Expenses for
Children**

3.09 Transferees who wish to have their children accompany them on a HHT may do so by utilizing funds from the Enhanced Core /Customized Component subject to the availability of funds.

Travel Status

3.10 Reimbursement of allowable HHT expenses for transportation, lodgings, meals and incidental expenses (only one incidental expense paid per couple) shall be paid as if the transferee or spouse, or both, were in travel status.

**Hotel/Motel -
Occupancy
Principles**

3.11 The number of rooms that a transferee may be entitled to while proceeding to the new location is based on family size. The following table outlines the room entitlement by family size:

- Family size of 1 = 1 room for 1 person
 - Family size of 2 = 2 rooms when one of the occupants (not a spouse & is of the opposite sex) is over 18 years
 - Family size of 3 = 2 rooms when one child is over 12 years
 - Family size of 4 = 2 rooms
 - Family size of 5 = 2 rooms
 - Family size of 6 = 2 rooms (when one child is under 12); or
 - Family size of 6 = 3 rooms (when all children are over 12)
 - Family size of 7 = 3 rooms
 - Family size of 8 = 3 rooms
 - Family size of 9 = 3 rooms (when one child is under 12); or
 - Family size of 9 = 4 rooms (when all children are over 12)
 - Family size of 10 = 4 rooms
-

Lodgings

3.12 Transferees shall be reimbursed actual and reasonable lodging expenses within the prescribed rates as follows:

Basic Core

- Transferee and/or Spouse – 6 nights maximum inclusive of travel time
- Maximum white pages listing in Government Hotel Directory/a non-commercial allowance.

Enhanced Core/Customized

- Transferee and/or Spouse – up to an additional 4 nights
 - Children and extended family – up to a maximum of 10 nights
 - Hotel expenses in excess of the white page listing
-

**Meals and
Incidentals**

3.13 Transferees shall be paid the daily meal allowance reflective of the current Travel Directive rates per person per day plus only one incidental allowance per family unit per day as follows:

Basic Core

- Transferee and/or Spouse – 7 days maximum inclusive of travel time.

Enhanced Core/Customized

- Children and/or extended family - a maximum of 11 days.
 - 1/2 of a meal allowance for each dependant under 12 years of age.
 - Transferee and/or Spouse - a maximum of 4 days.
-

Return Transportation

3.14 Transferees shall be provided with the most practical and economical return transportation from the old place of duty to the new location for each authorized person as follows:

Basic Core

- Commercial Transportation – Transferee and spouse; or
- Private Motor Vehicle - expenses reimbursed at Dept. of Finance high kilometric rate - not to exceed the one way cost of commercial transportation (i.e. air, rail, bus, car rental) that would normally have been used.
- Motorcycles - 60% of the Dept. of Finance high kilometric rate.

Enhanced Core/Customized

- Commercial Transportation – Children and Extended Family
-

Incentive for Staying Over a Saturday

3.15 Transferees who are flying and arrange their itinerary such that they are able to stay over a Saturday night save the Department in reduced airfare costs. This is based upon *return full fare economy airfare from point of origin to final destination, direct/non-stop* (except when the carrier forces a connection/stopover such as flight from Halifax to Whitehorse). **Stay over must be at destination, not en route.** Transferees in these cases shall receive \$250 into their Customized funding envelope.

NOTES:

- **Not applicable** to a transferee who is compensated (overtime/double time salary payment) for being in travel status.
- **Not applicable** to transferees moving into Crown homes or facilities.
- **All official air travel arrangements on a commercial carrier shall be made via the Government's contracted travel services. There will be no reimbursement from either Basic Core or Enhanced Core for travel arrangements made outside of this contractor.**

OR

Savings from a Shorter HHT

3.16 Transferees authorized to drive (650 km or less one-way) and have completed the HHT in less than the normal length HHT of 5 days, may transfer 100% of all lodging, meals, and incidental savings for unused days (capped at \$250) to the Customized-funding envelope. For calculation purposes a normal length HHT consists of the following:

- 5 days meals (HHT) + 2 days (travel status)
- 5 nights lodgings (HHT) + 1 night lodgings (travel status)
- 5 days – incidental allowance (HHT) + 2 days (travel status)

Example: A transferee and spouse who departed Sunday and returned on Thursday would have used 3 days' meals and 3 nights' lodgings. Therefore, the transferee could transfer the cost of 2 days' meals and 2 nights' lodgings and 2 days incidentals up to a maximum of \$250 to the Customized-funding envelope.

**Local
Transportation**

3.17 While conducting house hunting/home inspection at the new destination, a transferee may be reimbursed the following:

**Car Rental
(HHT/HIT)**

Basic Core

Car Rental

- Up to a maximum of 6 days (HHT) or
- 3 days (HIT) reimbursement of actual and reasonable compact car rental expenses.
- Actual and reasonable gas expenses
- Parking and toll charges for 6 days (HHT)/3 days (HIT)

**Private Motor
Vehicle
(HHT/HIT)**

Private Motor Vehicle

- Actual mileage driven calculated at the department of Finance high kilometric rate to a maximum amount based upon the rental costs of a compact size car and CDW (if required) for 6 days (HHT) or 3 days (HIT).
- Parking and toll charges for 6 days (HHT)/3 days (HIT)
- No reimbursement for gas

Enhanced Core/Customized

- Car rental expenses in excess of Basic Core
-

**Commuting for
HHT**

3.18 Short-distance moves: A transferee can commute for a HHT at the end of a regular work day/shift or on weekends/regular day-off subject to approval by the Departmental National Co-ordinator or relocation reviewer as delegated by the respective departments.

Basic Core

- Return kilometric claims and meals are restricted to a maximum of 5 days.
- No overnight stay-overs are allowed.

Example: A transferee driving from Montreal to Ottawa can claim HHT expenses for driving up to 5 days return - *one claim only*.

Telephone Calls 3.19 Transferees will be reimbursed actual and reasonable telephone calls excluding **long distance calls home** since these are included in the daily incidental allowance.

Basic Core

- Local and long distance business telephone call expenses incurred during the course of house hunting (i.e., to real estate agents, rental agencies, etc.) – if available, receipts are to be provided.
-

Child Care 3.20 Transferees accompanied by their spouse/single parents who have left dependant children under 16 years of age at home (or over 16 years of age provided the child is incapable of caring for themselves due to a physical or mental disability), may be assisted with child care costs. Receipts or declaration will be required for the child care expenses.

Transferees shall be reimbursed for child care cost additional to any existing child care arrangements, based on a maximum per day/night as follows:

Basic Core

- Up to \$75/night (for all children, not per child)
- Up to 7 days.

Enhanced Core/Customized Component

- Expenses beyond Basic Core are subject to availability of funds.
-

Boarding of Pets 3.21 A transferee will be reimbursed actual expenses from the Enhanced Core /Customized Component for the boarding of household domestic pets while on HHT.

More than One HHT 3.22 A transferee may take more than one HHT but any costs in excess of the Basic Core 5 day HHT (transportation, lodgings, meals and incidental expenses) must be funded from the Customized Component envelope.

Home Inspection Trip (HIT) 3.23 Transferees who plan to re-occupy a previously owned residence or who have already secured accommodation or who have been assigned an “Official” Crown-owned or leased accommodation associated to special functions are not entitled to an HHT. However, entitlement exists for a home inspection trip.

Basic Core

- Return transportation (transferees/spouses - one person only)
- Up to 2 travel days (inclusive of meals and incidentals)
- Up to 2 days at destination (3 nights accommodation, 2 days meals and incidentals max.), to conduct inspection or to finalize arrangements for school or for elder care.

**Home
Inspection Trip
(cont'd)**

The Departmental National Co-ordinator must provide approval prior to a transferee departing on HHT/HIT.

Example: Being relocated from Winnipeg to Ottawa and transferee will re-occupy home in Ottawa. Transferee flies on Monday, inspects home and arrange repairs, etc., on Tuesday and Wednesday, and returns to Winnipeg on Thursday. He/she is entitled to 3 nights' hotel cost, 4 days' meals and incidentals plus appropriate transportation cost.

NOTE: Transferees who take a HHT and subsequently re-occupy their previously owned home, will be required to reimburse all HHT related expenses (less the Home Inspection Trip expenses), and any credits transferred to the Customized envelope.

**HHT After
Departure
Date (DD) /
Posting
Implementation
Date (PID)**

3.24 Where no HHT was utilized in advance of the departure/Posting Implementation Date (PID) date, a transferee may be reimbursed from Basic Core, reasonable HHT expenses such as child care/car rental, while occupying Interim Lodgings at the new place of duty.

A transferee may claim the above expenses, however, it shall not increase the amount of Interim Lodgings Meals and Incidentals (ILM&I) which would normally have been authorized.

Example: A transferee unable to take an HHT because of operational requirement and who has not secured a residence prior to departure date shall proceed to the new location and will be authorized up to 21 days ILM&I from Basic Core. Expenses for childcare and a car rental may also be reimbursed if necessary. However, the 21 days of ILM&I shall not be extended. Any extensions to ILM&I shall be administered in accordance with Section 4 of the IRP policy.

**Unsuccessful
HHT**

3.25 A transferee who did not have a successful HHT will be limited in the amount of ILM & I he/she may receive. Additional HHT days must be approved by the Departmental National Co-ordinator and such funding for the additional HHT is to be provided from the Customized Component.

NOTE: In the above case, ILM & I will be limited by the number of days in which living expenses were paid during the Basic HHT.

Policy

4.01 It is the policy of the Government to reimburse transferees for Interim Lodgings, Meals and Incidental (ILM&I) expenses while effects are packed and unpacked, and during periods in which they are necessarily separated from their household goods.

4.02 See table 4.13 for reimbursable period of interim accommodation.

Funding Overview

4.03 Receipts must be original documents or the customer’s carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/Customized
Lodgings, Meals, and Incidentals for each authorized day	Transferee, Spouse and Children	<ul style="list-style-type: none"> • Extended Family • Beyond 35 days**

**** Departmental National Co-ordinator solely responsible to authorize ILM&I beyond 35 days.**

Responsibility

4.04 It is incumbent upon the transferee, Departmental National Co-ordinator and the RLRS Relocation Consultant to **maximize as much as possible, the incidence of door-to-door moves.** Responsibility for ensuring the effective use of ILM&I is three fold involving the:

- Transferee;
- Relocation Consultant; and
- Departmental National Co-ordinator

Transferee’s Responsibility

4.05 Transferees have to ensure that the move of their dependants’ Household Goods and Effects (HG&E) are coordinated as closely as possible with their reporting/PID date/the disposal of their old residence (either rented or owned) and the occupancy of their new residence.

4.06 Transferees are expected to seek out and occupy self-contained accommodation as soon as possible on arrival at the new place of duty and vacate the higher priced hotel/motel type accommodation. Luxury accommodation shall not be used.

**Relocation
Co-ordinator's
Responsibility**

4.07 Departmental Relocation Coordinators of both the departing and arriving locations are to provide to RLRS, all relevant information to assist in the coordination of the transferee's move. They must be actively involved in the proper planning of House Hunting Trips (HHT) to maximize the opportunities of success and to minimize the time spent in interim accommodation.

**Manager
Responsibility**

4.08 Managers shall allow flexibility of reporting dates to enable the transferee to coordinate relocation activities effectively and in the most cost-effective manner.

**Principle for
Reimbursement**

4.09 Approval to occupy interim accommodation is not automatic nor is it an entitlement. Each ILM&I request beyond 35 days must be approved by the Departmental National Co-ordinator or regional relocation reviewer as assigned by the department upon registration with IRP.

4.10 The principle for reimbursement of ILM&I expenses is that expenses will normally be reimbursed only for the period the transferee remains necessarily separated from his/her household goods and effects; or permanent accommodation has not been obtained/occupied and suitable alternate accommodation is not available.

4.11 Transferees who must remain in interim lodgings as a result of delays in the delivery of their household goods and effects caused by the department or its contracted agents, will be reimbursed actual and reasonable expenses within prescribed limits for the entire period that the transferees are awaiting the delivery of their HG&E.

**Door-to-Door
Moves**

4.12 When the shipment of Household Goods and Effects and the arrival of the transferee and dependants is properly coordinated with the availability of accommodation, the need for interim accommodation should be limited to 3 days at the former place of duty (pack, load and clean) and 2 days at the new destination (unload and unpack).

Benefit

4.13 Transferees will be reimbursed actual and reasonable expenses within the prescribed rates or provided with an allowance or both as follows:

Pack, Load and Clean	Awaiting Household Goods and Effects and/or Accommodation	Unload and Unpack
<ul style="list-style-type: none"> • Lodgings – up to 3 nights • Meals – up to 3 days • Incidentals – up to 3 days 	<ul style="list-style-type: none"> ❖ Lodgings: Up to 21 nights <i>less</i> any pack/load and unload/unpack days paid; ❖ Meals – Up to 21 days <i>less</i> any pack/load and unpack/unload days paid. ❖ Incidentals - Up to 21 days 	<ul style="list-style-type: none"> • Lodgings – up to 2 nights • Meals – up to 2 days • Incidentals – up to 2 days

NOTE: 14 additional days (lodgings and meals - *no incidentals*) may be **authorized by the Departmental National Co-ordinator**- via the Relocation Counsellor under exceptional cases.

Abatement of ILM&I

4.14 The purpose of a HHT is to secure accommodation and to limit the amount of Interim Lodging, Meal and Incidental (ILM and I) expense. A transferee who did not have a successful HHT will be limited in the amount of ILM & I he/she may receive. Additional HHT days must be approved by the departmental National Co-ordinator and such funding for the additional HHT is to be provided from the Customized Component.

NOTE: In the above case, ILM & I will be reduced by the number of days in which living expenses were paid from the Basic Core.

When Authorised to Move

4.15 The movement of a transferee's Household Goods and Effects to the new location will not normally be authorised until the transferee has found suitable permanent accommodation.

Preparation and Delivery of Household Goods

4.16 Interim Lodgings, Meals and Incidental expenses are normally paid for the periods indicated in the previous table at the commencement and at the end of the move. These living expenses are intended to cover those expenses incurred while a transferee's household goods and effects are packed or unpacked and loaded or unloaded. Meals are payable **during the unpack day** regardless of whether or not the professional mover or transferee does the unpacking.

Additional Days/Pack

4.17 In exceptional cases, 1 or 2 days of additional ILM&I may be authorized at the beginning of the move by the Departmental National Coordinator through the receiving manager and reimbursed from the Enhanced Core/Customized Component. To be used for such things as cleaning or inspection of the accommodation being vacated. ***In all cases the total ILM&I should not exceed 21 days*** under the Basic Core Component.

Awaiting Occupancy

4.18 When interim accommodation is the result of a decision to await occupancy of a certain type of permanent accommodation even though there is other suitable accommodation available, reimbursement of ILM&I expenses **will not** be authorized beyond the 21st day or the day the household goods could have been delivered - whichever is later.

Example: Awaiting the occupancy of Crown-owned/leased accommodation (unless designated) or private accommodation whether rented, purchased or under construction, is a personal decision. ILM&I will not be reimbursed beyond 21 days.

NOTE: A transferee relocating into a market where there is a limited selection of housing may not be able to secure proper accommodation within 21 days. This transferee may be provided up to an additional 14 days.

Commercial Lodgings

4.19 Transferees will be reimbursed actual and reasonable commercial lodging expenses incurred for the transferee and dependants for each night as follows:

Basic Core

- Up to 21 nights (or exceptionally up to 35 nights when approved).
- The "white page" listed hotel for the area.

Enhanced Core/Customized

- Expenses incurred for extended family & expenses above Basic Core.
-

Non Commercial and/or Private Lodgings

4.20 Transferees in non-commercial and/or private lodgings are entitled to an allowance payable per family/household for each night of occupancy

Basic Core

- \$50.00 per night/family

Enhanced Core/Customized

- No reimbursement over Basic Core
-

Combined Commercial/ Non Commercial

4.21 A family occupying both commercial and non-commercial/ private lodgings, will be reimbursed expenses not exceeding the Commercial rate paid. Receipts are not required for non-commercial accommodations.

Basic Core

- Reimbursement will not exceed the Commercial rate paid.

Enhanced Core/Customized

- No allowance over Basic Core

Example: A transferee and spouse stay at a hotel and their 2 children stay with the grandparents. The family would have been entitled to 2 hotel rooms. However, the choice was made and reimbursement will be for the hotel charges only. The non-commercial allowance will not be paid - not both; or

A transferee and spouse remain at a hotel while their 12 year old child stays with the grandparent. This family would have been entitled to one room in a hotel. The claim reimbursement will be for the hotel cost - the non-commercial allowance will not be paid.

Meals and Incidentals

4.22 A transferee is entitled to an allowance for each day of interim accommodation up to a maximum of 21 days.

Basic Core

- Meal allowance - transferee, spouse and each dependant.
- 1/2 (one half) of a meal allowance for each dependant under 12 years of age (except for Isolated Posts where actual and reasonable expenses will be paid.)
- one incidental allowance per family.

Enhanced Core/Customized

- Meal allowance for extended family.
 - Meal allowance beyond Basic Core (maximum combined total of 21 days) for each day lodgings have been paid.
 - No incidental allowance beyond Basic Core.
-

Meals on the First and Last Day of ILM&I

4.23 Transferees are entitled to meals on the first and last day of ILM&I regardless of when the movers arrive at the residence.

NOTE: Appropriate meal hours are not defined but rather reasonableness shall prevail based on the circumstances surrounding the transferee.

Meals in Excess of 21 Days

4.24 In exceptional circumstances, transferees may be reimbursed additional meal expenses from *Enhanced Core/Customized funding* at the prescribed rates for any days in excess of 21 days when:

- There is no suitable accommodation with adequate cooking facilities located within 16 km (one-way) of the transferee's place of work; or
- The RLRS Relocation Consultant confirmed that the transferee was unable to secure/reserve adequate accommodation with cooking facilities on or before the 22nd day of interim accommodation although such accommodation exists within 16 km of the place of work that.

NOTE: A transferee is expected to seek self-contained interim accommodation as soon as possible on arrival at the new place of duty.

This reimbursement is subject to the personal approval of the Departmental National Co-ordinator.

Lodgings in Excess of 21 Days

4.25 It remains the responsibility of the transferee to keep ILM&I expenses to a minimum. In exceptional circumstances, transferees may be reimbursed lodging expenses within the prescribed limits for any days in excess of 21 days when:

- The HG&E were not available for delivery to the new residence because of shipment delays emanating from the moving company;
- A transferee who was denied a change in reporting date when such a change could have resulted in a reduction of the 21 days ILM&I.

**Lodgings in
Excess of
21 Days
(cont'd)**

Basic Core

- The transferee remains separated from his/her HG&E for reasons beyond his/her control;
- Permanent accommodation has not been obtained/occupied or suitable alternate accommodation is not available.

Enhanced Core/Customized

- In excess of 21 days.

NOTE: Awaiting the occupancy of Crown-owned/leased accommodation (unless designated) or private accommodation whether rented, purchased or under construction, is a personal decision. ILM&I will not be reimbursed beyond 21 days.

**Child Care
during Packing
and Unpacking**

4.26 Child care expenses incurred during the packing, loading and unloading and unpacking of HG&E will be reimbursed as follows:

Basic Core

- Up to \$75/day (for all children, not per child) - a receipt or declaration will be required.
- Up to 2 days at origin and 2 days at destination.

Enhanced Core/Customized

- Only when additional days have been pre-authorized.
-

Policy

5.01 It is the responsibility of the department to provide transferees with transportation, lodgings, meals and incidentals when relocating from one place of duty to another, within Canada. When travelling to the new location, transferees are on travel status.

Reasonable costs resulting from an authorised stop-over for the transaction of official government business (en route) or delays encountered as a result of illness are reimbursable.

Funding Overview

5.02 Receipts must be original documents or the customer's carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances, a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/ Customized
Transportation	Transferee, Spouse and Children	Extended Family
Meals	Transferee, Spouse and Children	Extended Family
Incidentals	Transferee only	Not applicable
Lodgings	Transferee, Spouse and Children	Beyond Basic Core/ Extended Family

NOTE: Transferees travelling to the new location are paid a meal and incidental allowance and are reimbursed for actual and reasonable lodging expenses as per the Government Travel Directive prescribed rates -

<http://intranet/infosite/tools/travel/indexe.htm>, or for GE Net:

http://publiservice.tbs-sct.gc.ca/travel/travel_e.html, or for internet access

http://www.tbs-sct.gc.ca/travel/travel_e.html

Travel Time

5.03 It is expected that trips of 650 km or less will be completed in one calendar day. For trips of more than 650 km, it is expected that an average of 500 km per calendar day will be traveled.

5.04 The following table indicates the allowable travel time for varying distances:

Km	0-650	651-1150	1151-1650	1651-2150	2151-2650	2651-3150	3151-3650	3651-4150
Days	1	2	3	4	5	6	7	8
Km	4151-4650	4651-5150	5151-5650	5651-6150	6151-6650	6651-7150	7151-7650	7651-8150
Days	9	10	11	12	13	14	15	16

Commercial Lodgings

5.05 Transferees will be reimbursed actual and reasonable commercial lodging expenses incurred for the transferee and his/her dependants for each authorized night as follows:

Basic Core

- Up to \$85/night per authorized room with receipts; or
- the "white page listed" hotel (Government Hotel Directory) for that area, whichever is greater.

Enhanced Core/Customized

- Expenses incurred for extended family;
- Reasonable hotel upgrades over Basic Core.

NOTE: Transferees will be reimbursed actual costs of lodgings based on receipts. No reimbursement from Enhanced Core/Customized funds if "green" listed accommodation is occupied.

Non Commercial/Private Lodgings

5.06 Non Commercial/Private

Transferees who elect to stay in non-commercial and/or private lodgings will be paid a private accommodation allowance for each night such occupancy occurs. This allowance is payable per family unit/household and not per individual family members:

Basic Core

- \$50.00 per night/family - no receipts are required.

Enhanced Core/Customized

- No amount in excess of \$50.00 is payable.
-

Combined Commercial/Non Commercial

5.07 Combined Commercial/Non Commercial

Where a family occupies both commercial and non-commercial/ private lodgings, reimbursement will not exceed the actual commercial cost incurred.

**Hotel/Motel
Occupancy
Principles**

5.08 The number of rooms that a transferee may be entitled to while proceeding to the new location is based on family size. The following table outlines the room entitlement by family size:

Family Size	Room Entitlement
1	<ul style="list-style-type: none"> • 1 room
2	<ul style="list-style-type: none"> • 1 room, or; • 2 rooms (when one dependant who is not the spouse and who is over 18 and of the opposite sex)
3	<ul style="list-style-type: none"> • 1 room • 2 rooms (one child is over 12)
4	<ul style="list-style-type: none"> • 2 rooms
5	<ul style="list-style-type: none"> • 2 rooms
6	<ul style="list-style-type: none"> • 2 rooms (one child is under 12) or; • 3 rooms (all children are over 12)
7	<ul style="list-style-type: none"> • 3 rooms
8	<ul style="list-style-type: none"> • 3 rooms
9	<ul style="list-style-type: none"> • 3 rooms (one child under 12) or; • 4 rooms (all children over 12)
10	<ul style="list-style-type: none"> • 4 rooms

**Meals and
Incidentals**

5.09 Meals and incidentals will be paid within the prescribed rates as follows:

Basic Core

- Meal allowance - transferee, spouse and each dependant.
- 1/2 (one half) of a meal allowance for each dependant under 12 years of age (except for Isolated Posts where actual and reasonable expenses will be paid.)
- one incidental allowance per family.

Enhanced Core/Customized

- Meal allowance for extended family.
- No incidental allowance beyond Basic Core.

Kilometric Allowance

PMV as Primary Mode of Transportation

5.10 Transferees authorised to travel by PMV to the new location shall be paid a kilometric allowance as follows:

Basic Core

- 1st PMV driven - Department of Finance high kilometric rate; or
- Motorcycles are reimbursed at 60% of the kilometric rate; and
- Trailers - 50% of the low Department of Finance kilometric rate.

Enhanced Core/Customized

- 2nd and additional vehicles driven.

NOTE: Travel distances and costs are computed using the most direct Canadian road route.

PMV Passenger

5.11 When the transferee travels as a passenger in a private motor vehicle, the operator of which is not eligible to claim a kilometric allowance, the transferee **may be** reimbursed for actual and reasonable payments made to the operator. This amount is not to exceed the kilometric allowance detailed above.

Basic Core

- actual and reasonable payments subject to kilometric allowance limitation - receipt is required.

5.12 When the transferee travels as a passenger in a private motor vehicle, the operator of which is eligible to claim a kilometric allowance, the transferee **will not** be reimbursed for any kilometric allowance since only one individual can claim the allowance.

Ferry and Toll Charges

5.13 The transferee will be reimbursed actual and reasonable expenses for road, ferry, bridge, tunnel tolls and parking charges. Funding for these expenses shall be determined by the manner in which the kilometric allowance is funded. (i.e. toll costs incurred for a second vehicle shall be funded from Enhanced Core/Customized components.)

Business Class Upgrade on Commercial Carrier

5.14 Business class upgrade is not authorised for travel within Canada from either Basic Core or Enhanced Core.

Selecting the Mode of Transportation

5.15 It remains the responsibility of the department to determine the most appropriate means of transportation for which reimbursements apply. The method of travel must be finalized in consultation with the Departmental Relocation Co-ordinator. The following factors should be taken into account:

- the family circumstances at the time of the move;
- the transferee's reporting date at the new place of duty;
- the existence of an acceptable road network between the old and the new places of duty, and the weather conditions that prevail at that time; and
- the delivery date of the HG&E.

NOTES:

(1) When a mode of transportation has been approved, it is expected that the family unit shall travel by such mode. Exceptions may be pre-authorized by the Departmental National Co-ordinator.

(2) Permanently disabled transferees may have special costs related to transportation and accommodation during relocation. Reasonable and necessary costs actually incurred will be reimbursed.

(3) All official air travel arrangements on a commercial carrier shall be made via the Government's contracted travel services. There will be no reimbursements from either Basic Core or Enhanced Core for travel arrangements made outside of this contractor.

Stop Over or Delays while En Route

5.16 Additional travel time and costs resulting from an authorized stop over for the transaction of official government business (en route) or delays encountered as a result of illness, are reimbursable from Basic Core.

Non-authorized Stop Over:

Transferees authorized to travel by PMV or other non-commercial means, who make a stop over for personal reasons, shall not be provided with any additional travel time or costs resulting from such a stop.

Under normal circumstances, a transferee will stay each night at a different location while en route to the new destination. However, a transferee who spends two nights at the same location shall be reimbursed the normal travelling expenses (for the distance to be covered between the old and the new workplace). The total travel time and reimbursement shall not be extended as a result of the stop over.

Policy **6.01** It is the policy of the Department to assist transferees in the disposal and acquisition of a principal residence, when rented.

Funding Overview **6.02** Receipts must be original documents or the customer’s carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances, a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/ Customized
Rent or Lease Liability	<ul style="list-style-type: none"> • Up to 3 months rent • More than 3 months (if required by law) 	
Professional Cleaning of residence.	<ul style="list-style-type: none"> • Up to \$100 (taxes included) 	<ul style="list-style-type: none"> • Costs over Basic Core
Rent in Advance of Move	<ul style="list-style-type: none"> • 1 month’s rent 	<ul style="list-style-type: none"> • Additional months
Rental Agency Finding Fees	<ul style="list-style-type: none"> • Actual expenses at pre-negotiated corporate rates 	
TDRA	<ul style="list-style-type: none"> • see 6.10 	

Transferee's Responsibility **6.03** Transferees are responsible to try and obtain a lease with terms that are reasonable and flexible so as to minimize any potential cost to the Crown. To this end, transferees should:

- Advise prospective landlords that the employer policy will not normally reimburse transferees for more than one month’s rent to hold accommodation, or three months’ rent to terminate a lease.
- Negotiate a lease for a maximum of one or two years.
- Include a provision allowing for termination of the lease on one month’s notice, or, upon payment of one month's rent if notice cannot be given.
- Avoid any clause, which restricts the transferee’s entitlement to sublet the accommodation at the transferee and not the landlord’s discretion.
- Consult and/or discuss prospective terms of lease with RLRS Relocation Counsellor for professional clarification.

Rental Incentive

6.04 Transferees moving into rental accommodation at the new location qualify for a rental incentive (\$1,000) transferred into their Customized Component envelope.

This incentive is in lieu of the Crown having to pay real estate fees, legal fees, etc., associated with the acquisition and subsequent disposal of a home.

NOTE: A transferee has up to two years from the date he/she reports for duty at the new location, to purchase a replacement residence. Therefore, renters who anticipate purchasing within the two years and wish to claim legal fees may waive the rent incentive and claim legal fees within the time limits. If the transferee has not taken the rent incentive within the two-year time limitation, this benefit is forfeited.

Once the transferee has decided to accept the rental incentive, no retroactive adjustments shall be made and the transferee is no longer entitled to claim legal fees on purchase. Upon accepting the rental incentive, a transferee's "status" is frozen for a period of four (4) years (i.e. in as a renter, out as a renter) unless operational demands dictate a relocation.

Rent or Lease Liability

6.05 Transferees who incur rent or lease liability in order to dispose of his/her rented accommodation will be reimbursed:

Basic Core

- An amount up to the equivalent of three months' rent
- Amounts (required by law) in excess of three months' rent **

** An alternative arrangement should be explored to determine if a less costly settlement could be arranged. All findings and approval must be must be directed to the Departmental National Co-ordinator.

Reimbursement for Property Damages

6.06 There is no entitlement to reimbursement for rent or lease liability that results from property damage by the transferee.

Any damage resulting from a sub-let arrangement remains the transferee's responsibility and will not be reimbursed.

Professional Cleaning of Former Residence

6.07 The transferee may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded; or at the new residence before or after the unloading of furniture - maximum entitlement under Basic Core is not to exceed \$100 (taxes included) in total for cleaning.

Basic Core

- Up to a maximum of \$100 (taxes included).

Enhanced Core/Customized

- Expenditures over Basic Core.

NOTE: Receipt/proof of payment is required.

**Rent in Advance
of Move**

6.08 Rent in advance of a move is intended to assist transferees who are required to pay two sets of accommodation charges as a result of having to secure accommodation at the new location prior to vacating the old residence. Reimbursement will be as per:

Basic Core

- The first month's rent to hold accommodation.

NOTE: Reimbursement commences the first day of the lease at the new place of duty and ceases on the date the transferee vacates the former residence.

Enhanced Core/Customized

- Rent to hold accommodation in excess of one month.

NOTE: A transferee must repay any rent in advance paid from Basic Core when that transferee originally moved as a renter, then subsequently purchased a residence, and is reimbursed legal fees and other associated acquisition costs as outlined within this policy.

**Rental Agency
Finding Fees**

6.09 Transferees will be reimbursed under the Basic Core Component, actual and reasonable expenses for rental finding services provided by professional rental firms up to the pre-negotiated corporate rates.

NOTE: For locations where established rates and services have not been negotiated, reimbursement will be up to an amount equivalent to the pre-negotiated corporate rates.

**Temporary Dual
Residence
Allowance
(TDRA)**

6.10 When one or more dependants of a transferee remain at the former place of duty to complete an educational term (secondary school – semester, university - current school year), additional living expenses may be reimbursed as follows:

Basic Core

- up to \$420/month for actual and reasonable expenses
- up to 180 days (6 months).

Enhanced Core/Customized

- Amounts in excess of the Basic Core allowance

6.11 Where a transferee is occupying rental accommodations at origin, reasonable efforts must be made to terminate the lease and discharge the department's financial obligations.

NOTE: The transferee and family must be open to all options that minimize the department's costs such as sublet arrangements (with assistance from rental search firms if appropriate) or payment of mandatory penalties for early termination of a lease. The personal family circumstances have to be considered before effecting a lease termination and TDRA (as per terms and rates established within the IRP policy) will be provided in those instances where the family has to remain behind until completion of the regular school term.

Policy **7.01** It is the policy of the Department to enhance the transferee’s mobility by assisting in the disposal of a principal residence at the former place of duty.

Funding Overview **7.02** Receipts must be original documents or the customer’s carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances, a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

<u>Benefit</u>	<u>Basic Core</u>	<u>Enhanced Core/Customized</u>
Real Estate Commission	Established corporate rates	
Legal Fees and Disbursements	Established corporate rates	
Appraisal Fees	One professional appraisal @ IRP rates	
Mortgage Breaking Penalties	Transferee chooses not to buy/ cannot buy: <ul style="list-style-type: none"> Up to 3 months' interest, or \$5,000 - whichever is less. 	<ul style="list-style-type: none"> Transferee buys when porting mortgage was an option Up to 3 months' interest, or \$5,000 - whichever is less.
Attending Fees/ Power of Attorney	<ul style="list-style-type: none"> As per policy 	
Temporary Dual Residence Assistance (TDRA)	<ul style="list-style-type: none"> Up to 6 months maximum Up to \$1,000/month 	<ul style="list-style-type: none"> Additional months Additional expenses
Commuting Assistance	<ul style="list-style-type: none"> Up to 6 months maximum Up to \$1,000/month (as per policy) 	<ul style="list-style-type: none"> excess of Basic Core
Structural Inspection		As described below
Home Equity Assistance (RCMP only)	<ul style="list-style-type: none"> 80% of loss up to \$15,000 - home value capped at \$300,000 	Remaining loss – subject to the availability of funds and Canada Customs and Revenue Agency’s limitation
Home sale assistance -EX/GIC	EX/GIC as per Section 14	
Professional Cleaning - Former/New Residence	<ul style="list-style-type: none"> Up to \$100 (tax included) 	<ul style="list-style-type: none"> Amounts in excess of Basic Core
Capital Improvements		<ul style="list-style-type: none"> As described below
Marketing Incentives		<ul style="list-style-type: none"> As recognized by Canada Customs and Revenue Agency

Time Limit on Sale

7.03 Transferees may claim the benefits under this policy provided that the residence is sold within two year after:

- The departure/PID date; or
- The date that the move of household good and effects was authorised to the new location, whichever is later.

7.04 Although the Customized Component file will be closed within the 12 month time period from initial registration date by the Contractor (Royal LePage Relocation Services), the disposal expenses incurred beyond one year will be transacted via the contractor.

Occupancy Requirements

7.05 There is no entitlement under this policy for the reimbursement of expenses associated with the sale of the property unless the transferee, his/her dependants or both, immediately prior to official notification of the posting, occupied the residence as the principal residence (as defined by Canada Customs and Revenue Agency).

Lot Size

7.06 The reimbursement of expenses in this policy is limited to a lot size of not in excess of 1.235 acres (1/2 hectare) unless otherwise required by zoning law, ultimately not to exceed 4 acres (2.47 hectares).

NOTE: If additional land or acreage is sold as a parcel with the principal residence, the transferee will only be reimbursed for that portion of the cost which result from the sale of the residence together with the lot size limitations as indicated above.

Real Estate Commission

7.07 Transferees will be reimbursed actual real estate commissions (as per the open-broker policy of the IRP contract) under the Basic Core Component not exceeding the pre-negotiated Corporate rates.

Legal Fees

7.08 Transferees will be reimbursed associated legal fees and disbursements, including applicable taxes, **necessarily incurred to complete the sale** of the property from Basic Core.

Other expenses (of a legal nature **necessarily incurred to provide clear title** to a property) will be reimbursed under Basic Core. Per:

- Land survey costs if the transferee's lawyer/notary certifies that:
 - The last survey is more than five years old; or
 - Observable changes made to the lot since the last survey; or
 - By law the vendor is required to provide a survey.
 - Charges levied by the lender for the disposal of a first or second mortgage on the property, **but not both.**
-

Appraisal Fees

7.09 To further assist in establishing market value to facilitate disposal, an appraisal reflecting the typical turnover period for properties of the type being appraised in a given sector or community. Transferees will receive:

Basic Core

- One professional appraisal not exceeding IRP pre-negotiated rates.

Enhanced Core/Customized

- A second appraisal - where deemed necessary upon approval by the Departmental National Co-ordinator.
-

Mortgage Breaking Penalties

7.10 Transferees shall be reimbursed a mortgage early repayment penalty up to an amount not exceeding 3 months' interest or \$5,000, whichever is lesser.

Basic Core

- Transferees *purchasing at the new location* who cannot port mortgage;
- Transferees *not purchasing at the new location*;
- Transferees who are *unable to buy because of a requirement* to occupy Crown housing;
- Transferees *renting at the new location and accepted the rental incentive*.

Enhanced Core/Customized

- Transferees who *purchase at the new location* and terminated their mortgage at the old place of duty *when portability was an option*.

Transferees should be aware that terminating a mortgage is not always necessary when selling a home. The primary focus is to ensure the portability of mortgages wherever possible.

Attending Fees or Power of Attorney

7.11 Fees for the preparation of a Power of Attorney are not normally reimbursable. However, such fees may be reimbursed if the transferee was prevented from being present for operational reasons, and such was a necessity.

NOTE: All efforts should be made to courier documents /material between legal firms.

**Temporary
Dual Residence
Assistance
(TDRA)**

7.12 Transferees may be reimbursed actual and reasonable expenses associated with being in dual residency:

(1) Transferee Moves HG&E and Family

When a transferee and dependants proceed to a new place of duty and the former residence remains unsold, vacant, and is being actively marketed, the following benefits are reimbursable **on the unsold property**:

- Interest charges on a first mortgage or on a second mortgage if there are no charges on the first mortgage;
- Property taxes;
- Utilities (i.e. electricity and heating);
- Property maintenance (snow removal, lawn cutting, etc.) on the vacant residence at origin;
- Additional insurance costs; and
- Rental of mobile home pad.

Basic Core

- up to \$1,000/month for actual and reasonable expenses
- up to 180 days (6 months).

Enhanced Core/Customized

- Amounts in excess of the Basic Core allowance

(2) Transferee Proceeds Unaccompanied

Accommodation must be approved by the Departmental National Co-ordinator before the transferee secures accommodation at the new place of duty. When a transferee proceeds to the new place of duty unaccompanied, the following benefits are reimbursable:

(A) Commercial Accommodation (Hotels/Apartment-Hotels)

Basic Core

- up to \$1,000/month for actual and reasonable lodging expenses inclusive of parking, laundry charges, etc.
- up to 180 days (6 months).
- 65% of dinner rate.

Enhanced Core/Customized

- Amounts in excess of the Basic Core allowance.

TDRA (cont'd)

NOTE: In high cost areas where the Basic Core allowance is inadequate, the transferee may make a substantiated request in a business case to RLRs who in turn must consult with the Departmental National Co-ordinator for his/her personal consideration.

Transferees with dependents proceeding alone to the new place of duty are reimbursed interim accommodation expenses to a maximum of seven days in order to secure semi-permanent accommodations.

(B) Private Accommodations or Room & Board

Basic Core

- up to \$1,000/month for actual and reasonable receipted lodging expenses.
- up to 180 days (6 months).
- **no meal allowances are payable.**

Enhanced Core/Customized

- lodging expenses in excess of the Basic Core entitlement.
- **no meal allowances are payable.**

(C) Permanent Family Home – rented or purchased

When a transferee proceeds unaccompanied to a new place of duty and the former residence remains unsold and is being actively marketed, the following benefits are reimbursable **on the property at the new location:**

- Rental costs inclusive of parking, laundry charges, furniture rental, etc.
- Utilities (i.e. basic telephone, cable, electricity, etc.)
- Interest charges on a first mortgage or on a second mortgage if there are no charges on the first mortgage.
- Property taxes.
- Rental of mobile home pad.

Basic Core

- up to \$1,000/month for actual and reasonable expenses.
- up to 180 days (6 months).

Enhanced Core/Customized

- Amounts in excess of the Basic Core entitlements.

TDRA (cont'd) (D) Government Owned or Controlled Accommodation

Basic Core

Transferees shall be **reimbursed actual costs** for meals, accommodation and incidentals. When these living quarters are self-contained with meal preparation facilities, the only expenses reimbursed shall be the cost of utilities and laundry (not dry cleaning) when these are not provided free of charge to the transferee.

(3) Transferee Moves HG&E - leaves one or More Dependants at Former Place of Duty.

When one or more dependants of a transferee remain at the former place of duty to complete an educational term (secondary school – semester, university - current school year), **the only** additional living expenses may be reimbursed as follows:

Basic Core

- up to \$ 420/month for actual and reasonable expenses.
- up to 180 days (6 months).

Enhanced Core/Customized

- Amounts in excess of the Basic Core allowance.

Conditions of Reimbursement – TDRA

7.13 Non-reimbursable expenses

- The transferee remains responsible at all times for his/her household expenses where two residences are temporarily being maintained as a result of relocation.
- Some items that are not reimbursable include capital costs portion of a mortgage payment, car rental costs at either location, etc.

7.14 Conditions of reimbursement

- The principal residence at origin must be actively marketed for sale.
- Separation is not due to dependants remaining behind to dispose of income producing property.
- A dependant left behind who has been living at home (principal residence at origin) prior to the relocation must be in full time attendance at school.

Separation must not be based on a personal reason i.e. employment, marital separations.

Conditions of Reimbursement – TDRA (cont'd)

NOTE: In high cost areas where the Basic Core allowance is inadequate, the transferee may make a substantiated request in a business case to RLRS who in turn must consult with the Departmental National Co-ordinator for his/her personal consideration. All extensions beyond the six-month period must be substantiated in a business case to RLRS who in turn must consult with the Departmental National Co-ordinator for his/her personal consideration.

Original receipts are required for all reimbursements.

While on TDRA, a transferee is entitled under Basic Core to a final return trip home "to effect the move."

The dependant left behind for school, at the conclusion of the semester or school year is entitled to transportation and travelling expenses in accordance with Section 5 of the IRP policy.

Commuting Assistance

7.15 When the old and new locations of work are within commuting distance and purchase of a residence at the new place of work would meet the 40 km limitation as defined by the *Income Tax Act*, the transferee may commute daily (subject to prior approval by management in consultation with the Departmental National Co-ordinator), while making the decision to acquire permanent accommodation at the new place of work. In those circumstances, *the commuting allowance may be paid instead of the costs that would be incurred for temporary accommodation at the new place of work.*

Reimbursement will be based on the higher kilometric rate approved by the Department of Finance and is subject to:

Basic Core

- Up to 6 months
- Up to \$1,000/month
- 60% of the kilometric rate for motorcycles.

Enhanced Core/Customized

- No reimbursement in excess of Basic Core will be provided.

NOTE: The intent is to assist transferees who are seriously considering relocating their principal residence.

Example: Transferred from Ottawa to Cornwall. Transportation costs incurred in these multiple trips are offset because the transferee is not paying for accommodation. This authority rests with the Departmental National Co-ordinator.

**Building/
Structural
Inspection**

7.16 Transferees may be reimbursed expenses for a building/structural inspection if it is necessary to realize a sale of the property and if the purchaser is not a Federal Government employee.

Enhanced Core/Customized

- Reimbursable amount not to exceed corporate fees negotiated by RLRS.

NOTE: Both the level of service and fees should comply with the IRP requirements and the IRP Relocation consultant should be consulted. The Crown is not responsible for more than one structural inspection cost per relocation.

**Return Trip to
Finalize Sale**

7.17 Transferees who qualify for TDRA and who subsequently sell their former residences may in exceptional circumstances be authorised to return unaccompanied by the most economical means to their previous place of duty on annual leave to finalize the sale.

Basic Core

- reimbursed for up to two days travelling and return transportation expenses.

NOTE: All efforts should be made to courier documents/material between legal firms, as a last resort, the transferee should return to finalize the sale.

**Return Trip to
Effect Move**

7.18 Transferees returning to the former place of duty shall be reimbursed actual and reasonable transportation and travelling expenses:

Basic Core

- Transportation (by most economical means).
 - Meals & incidentals (maximum of 5 days).
-

**Home Equity
Assistance
Program
(HEAP) ***

7.19 Members of the RCMP who sell their home at a loss may be reimbursed the difference between the original purchase price (at time of initial posting) and its sale price (home value capped at \$300,000). Note that there is a 50% tax implication for losses reimbursed in excess of \$15,000.

The reimbursement of such losses is jointly funded from the Basic Core and Enhanced Core/Customized components as follows:

Basic Core

- 80% of all qualifying losses up to a maximum of \$15,000; or
- 100% of all qualifying losses in a **depressed housing market** as supported by the Treasury Board Secretariat.**

HEAP (cont'd) Enhanced Core/Customized

- any remaining losses subject to funding within the envelope.

NOTE: Properties being sold for less than 95% of the appraised value require pre-approval of the Departmental National Coordinator.

Any reductions of the purchase price based upon deferred maintenance shall not be included when calculating HEAP.

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

* Not applicable to EX/GICs.

** Depressed market is defined as a community where the housing market has dropped more than 20% since the time of purchase.

Capital Improvements

7.20 Members of the RCMP who incur a loss on the sale of a residence after eligible Capital Improvements have been included in the adjusted purchase price, may be reimbursed from the Enhanced Core/Customized funding envelope. **Original receipts are required for all Capital Improvements.**

Example: RCMP - The original purchase price is \$100,000. Subsequent Capital Improvements of \$10,000 was done on residence now sold for \$100,000. The transferee would not qualify for HEAP, however, because the loss is based on the adjusted purchase price (\$100,000 + \$10,000), the transferee will be able to claim a reimbursement of \$10,000 for the Capital improvement done.

Example: The original purchase price is \$90,000. Subsequent Capital Improvements of \$10,000 was done on residence now sold for \$100,000. In this instance there is no loss on the sale therefore there would not be an entitlement for any claim.

NOTE: Capital Improvements are based from when a transferee takes possession of the residence now being sold, to the point of sale of said residence. Improvements that would have taken place between such time may be considered as not part of the original purchase price.

* Not applicable to EX/GICs

Professional Cleaning of Residence

7.21 The transferee may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded; or at the new residence before or after the unloading of furniture - maximum entitlement under Basic Core is not to exceed \$100 (taxes included) in total for cleaning.

Basic Core

- Up to a maximum of \$100 (taxes included).

Enhanced Core/Customized

- Expenditures over Basic Core.

NOTE: Receipt/proof of payment is required.

Income Property

7.22 Transferees who sell an income-producing property such as:

- a duplex,
- triplex,
- multiple unit building,
- small store or confectionery

that is also their residence, shall only claim expenses for that part of the building which they use as their principal residence.

Private Sale

7.23 Those transferees that sell their principal residence privately, in lieu of real estate fees, **may** be reimbursed for the actual and reasonable costs of appraisal, advertising "For Sale" signs, and similar expenses related to the sale. The sum of such expenses must not exceed the commission that would have been paid had the residence been sold by a licensed real estate agent at IRP corporate rates. **Receipts are required.**

Warning: Transferees who sell privately are NOT entitled to receive the 80% savings on real estate commission as this benefit is only available to those who choose not to sell.

Co-Ownership

7.24 Where the principal residence is co-owned by a person who is not the spouse, or a dependant of the transferee, only that portion of the expenses directly proportional to the transferee's legal share of the property will be reimbursed. The transferee must disclose the percentage of ownership when completing necessary IRP participation agreement with the Contractor.

Marketing Incentives

7.25 If, on the advice of RLRS Relocation Consultant they are necessary to realize the sale of the property, marketing incentives may be reimbursed. They must be clearly identified on an amended property listing agreement and the agreement to purchase document.

Enhanced Core/Customized

As recognized by Canada Customs and Revenue Agency, incentives such as:

- decoration bonuses, early closing bonuses.
- prepaid condo fees and/or property taxes.
- mortgage interest buy down, etc.

Reimbursement is subject to funding availability!

Incentive Credited to Customized Component

7.26 Transferees who elect not to sell their homes at their former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded). The amount payable is calculated on the appraised value at pre-negotiated corporate real estate commission rates, capped at \$12,000.

Do Not Sell Home

Example: Appraised value of home is \$300,000 max. The commission at 5% is \$15,000. Therefore a transferee could transfer \$12,000 (i.e., \$15,000 x 80%) from the Basic Core to the Customized-funding envelope. This could be applied to property management.

NOTE: Those taking this credit must sign a waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the property in question.

Policy

8.01 It is the policy of the Department to enhance a transferee’s mobility by assisting in the acquisition of a principal residence at the new location. It is not necessary (unless otherwise specified in this policy) for a transferee to have been a homeowner at the previous place of duty to be eligible for reimbursement of certain costs related to the purchase of a principal residence. The RLRS Relocation Counselor will advise and guide the transferee on all aspects or services relative to acquisition of a home.

Funding Overview

8.02 Receipts must be original documents or the customer’s carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances, a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/ Customized
Legal Fees and Disbursements	Up to established IRP rates	
Structural Inspection	One inspection per IRP rates	
Additional inspections	See policy	
Attending Fees and Power of Attorney	Actual & reasonable costs	
Mortgage Interest Differential	Cannot port - Up to \$5,000, up to the remaining term (5 year max.)	Can port! See policy
Mortgage Default Insurance Premium		As described within policy
Interest on loan for home purchase deposit	As described below	
Bridging Financing		As described below
\$25,000 Home Relocation Loan		As per counseling
Mortgage Interest buy-down		As described below
Professional Cleaning	\$100. Maximum (see policy)	Amounts in excess of Basic Core
New Home Warranty		Customized funds only

Time Limit to Purchase

8.03 Transferees may claim the benefits in this policy provided that the replacement residence is purchased at the new location not more than two (2) years after:

- The Post Implementation Date (PID)/departure date; or
- The date that the move of household goods and effects is authorised to the new location, whichever is later.

8.04 RLRS shall close the Customized Component file within the 12 month time period from initial IRP registration date.

Occupancy Requirements

8.05 There is no entitlement under this policy until the transferee or the dependants actually move into the new home. If the transferee or the dependants do not occupy the home, no benefits are payable.

Lots and Lot Size

8.06 The benefits in this policy apply equally to the purchase of a lot on which a principal residence will be situated.

8.07 The reimbursement of expenses in this policy is limited to a lot size of not more than 1.235 acres / ½ hectare or, where required by zoning laws, a lot size of not more than 4 acres / 2.47 hectares.

NOTE: If additional land or acreage is purchased (on either a new construction or re-sale home), the transferee will be reimbursed only for that portion of costs, which would have been reimbursed within the above limitations.

New Home Construction

8.08 Transferees who construct a principal residence at the new place of duty will be reimbursed those expenses related to the purchase of the land and the construction of the home which would have been reimbursed if a home was purchased on the market.

- Taxes such as GST, PST and/or HST, are not reimbursable.
- All costs identified in the building agreement will be deemed as part of the original purchase price.

All costs not identified in the building agreement will be deemed Capital Improvements.

- New home warranties are reimbursable under the **Customized component only**.
-

Purchase after Move

8.09 Only one type of assistance is payable for acquiring accommodation at the new location whether rented or purchased. A transferee may be reimbursed expenses incurred to rent a dwelling (including the rent incentive and rental assistance) or expenses incurred to purchase a home, **but not both.**

A transferee who was originally moved into rental accommodation, is entitled to the benefits of legal fees on purchase within two years from the date of reporting for duty at the new location. However, the reimbursement of legal fees shall be abated by any amounts reimbursed for rent in advance of a move and rental assistance.

Warning: Once a transferee has accepted the rental incentive there shall be **NO** adjustments made, as he/she is no longer entitled to claim legal fees on purchase.

NOTE: Transferees who do not accept the rental incentive prior to file closure remain entitled to this benefit should they decide not to purchase a residence at the end of their eligibility period.

Non-Admissible Expenses

8.10 Payments on closing such as adjustments for utilities, municipal taxes, or any other costs not essential to the establishment of clear title are not reimbursable. Taxes (GST/PST/HST) on newly built homes are not reimbursable (they are considered part of the purchase price). The reimbursement of New Home Warranties may only be reimbursed through Customized funds (see 8.08).

Income Properties

8.11 Transferees who purchase an income-producing property (such as a duplex, triplex, multiple unit building, small store or confectionery) which is also the transferee's residence shall only claim expenses for that part of the building that they use as their principal residence.

Co-Ownership

8.12 Where the principal residence is co-owned by a person who is not the spouse, or a dependant of the transferee, only that portion of the expenses directly proportional to the transferee's legal share of the property will be reimbursed. The transferee must disclose the percentage of ownership when completing necessary IRP participation agreement with the Contractor.

Loss of Deposit

8.13 Transferees who lose a deposit when buying a home because they fail to fulfill the purchase agreement, for other than service reasons, are not entitled to reimbursement for the loss of that deposit.

Mobile Homes

8.14 Transferees who purchase a mobile home are entitled to the same benefits as outlined in the IRP policy and are subject to the same limitations that apply to any other type of residence. (See Section 9).

Legal Fees

8.15 Transferees will be reimbursed associated legal fees and disbursements, including applicable taxes, incurred to complete the purchase of his/her property. Transferees are reimbursed for those other expenses of a legal nature **necessarily incurred to obtain clear title to a property include:**

Basic Core

- Sheriff's fees
 - Land transfer tax/Droit de mutation
 - Deed transfer charges
 - Title Insurance OR survey costs
 - Certificate of execution
 - Attending fees/power of attorney
 - Appraisal fees necessarily incurred at the request of the lender to obtain a first or second mortgage-only if the appraisals done under Basic Core are not acceptable by the lender.
-

**Building/
Structural
Inspection**

8.16 A transferee will be reimbursed fees charged (Proof of payment must be provided) by a qualified structural inspector for **one** Building/Structural Inspection prior to the purchase of a new home that is not covered by a warranty at the time of possession.

Basic Core

- **1 (one)** inspection reimbursed up to the maximum of the IRP negotiated fee.
 - Follow-up inspections for such things as termite inspection, inspection of the well, water portability septic system, etc.
-

**Attending Fees
and Power of
Attorney**

8.17 It is expected that the transferee/spouse will be present at the closing of his or her purchase transaction. As such, fees for the preparation of a Power of Attorney are not normally reimbursable. However, such fees may be reimbursed if the manager personally certifies that the transferee was prevented from being present for operational reasons.

Basic Core

actual and reasonable expenses as follows:

- Attending Fees – actual and reasonable cost.
 - Power of Attorney – actual and reasonable cost.
-

Mortgage Interest Differential

(Primary focus is to ensure portability of mortgages!)

8.18 When a transferee's interest rate on his/her first mortgage at the new location is higher than the interest rate on the mortgage at the former place of duty, he/she shall be reimbursed as follows:

Basic Core

- Transferee **purchasing** at the new location **who cannot port mortgage.**
- Up to \$5,000.

Enhanced Core/Customized

- Nil from Enhanced Core.

Calculation

- The difference in the interest charges between the two mortgages.
- Calculation shall be based on the outstanding mortgage and the remaining term of the mortgage at the former place of duty not exceeding 5 years.
- Reimbursement shall not exceed \$5,000.
- If the new mortgage principal is for a lesser amount than the previous mortgage principal, that lower principal will be used to calculate the differential.

Mortgage Default Insurance Premium

8.19 Mortgage Default Insurance Premium (MDI) is required by law where the mortgage is more than 75% of the purchase price or may be required under other conditions. As such, transferees may be reimbursed MDI expenses.

Enhanced Core/Customized

- Actual premium paid in one lump sum.

Other Provisions

8.20 A transferee who purchases a replacement residence at the new location before the principal residence at the former place of duty has been sold, may be reimbursed associated costs not to exceed the transferee's amount of equity in the former home as follows:

Interest on Short Term Personal Loan

Home Purchase Deposit:

8.21 A transferee who secures a short-term personal loan exclusively as a deposit for the purchase of a principal residence at the new place of duty qualifies for assistance:

Basic Core

- Interest on the loan.
- to the conclusion of the purchase.

NOTE: The amount of the loan shall not exceed the minimum amount needed to confirm a commitment to purchase a residence.

**Interest on
Short Term
Bridging Loan**

Bridging Loan based on Equity:

8.22 Based on the equity in a transferee's principal residence at the former place of duty, a short-term personal loan (bridging loan) may be secured to purchase a principal residence at the new place of duty.

Funding assistance may be provided as per:

Enhanced Core/Customized

- The interest on a short-term personal loan (bridging loan)
- Interest reimbursement not to extend beyond 10 working days following the date the sale transaction is completed (sold & closed), or
- At the end of six months whichever is the earlier.

NOTES:

(1) In exceptional circumstances, this period may be extended for an additional six months by the Departmental National Co-ordinator based on recommendations of the RLRS Relocation Counselors.

(2) Interim financing on the purchase of a new home may be required because of provincial legislation (i.e. Manitoba) which imposes a delay on the transfer of proceeds of sale on closing because of registry requirements. Interest on this short-term loan (normally not to exceed 14 days) for the amounts "frozen" will be reimbursed.

**Interest on a
Home
Relocation
Loan**

Interest on A Home Relocation Loan:

8.23 Under certain relocation-related conditions, it is possible to reimburse interest expenses on a home-relocation loan to relocating employees.

Enhanced Core/Customized

- Interest expenses on a home relocation loan.

A relocation must meet certain criteria such as:

- The move is to start work at the new location in Canada.
 - Loan (not to exceed \$25,000) is to buy a residence that is at least 40 km closer to the new work location.
 - The dwelling is purchased for habitation purposes.
 - The loan is provided because of employment.
-

**Mortgage
Interest
Buy-down**

Mortgage Interest Buy-down:

8.24 Under certain relocation-related conditions, transferees may be reimbursed interest expenses to buy-down the interest rate on a mortgage.

Enhanced Core/Customized

- Interest bought down on a mortgage;
 - Buy-down amount cannot be below the prescribed rate set by CCRA; and
 - Additional legal fees to establish this arrangement
-

**Professional
Cleaning of
Residence**

8.25 The transferee may be reimbursed actual and reasonable expenses for the cost of professional cleaning of the former residence after the household effects have been loaded; or at the new residence before or after the unloading of furniture - maximum entitlement under Basic Core is not to exceed \$100 (taxes included) in total for cleaning.

**Basic Core
entitlement
applicable to one
residence only.**

Basic Core

- Up to a maximum of \$100 (taxes included).

Enhanced Core/Customized

- Expenditures over Basic Core.

NOTE: Receipt/proof of payment is required.

Policy **9.01** When a transferee is authorised to move household goods and effects on posting/relocation, it is the policy of the Crown to pay for the costs to move a transferee’s mobile home within the conditions and limitations of the IRP policy. Mobile homes must conform to provincial dimensions when in transit!

Funding Overview **9.02** Receipts must be original documents or the customer’s carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances, a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/ Customized
Movement of Mobile Home	Actual and reasonable expenses	Over size or multiple units.
Rental of equipment to remove from pad and positioning for hook up of towing vehicle	Actual and reasonable expenses	
Rental of equipment to place on pad at destination	Actual and reasonable expenses	
Storage when authorized	Actual and reasonable expenses	Additional expenses for oversize/multiple units.
Basic in transit insurance	Actual cost up to \$100,000	Additional insurance cost over \$100,000
Other services and charges		Actual and reasonable expenses

Entitlement **9.03** The department will authorize reimbursement of actual and reasonable expenses from the Basic Core for the preparation, cartage and installation of the mobile home at the new location except for those restrictions listed in the policy.

Non-Transferable Savings from Core to Customized

9.04 Transferees are reimbursed for the actual and reasonable expenses associated with the shipment of the mobile home to the new location. No savings are eligible for transfer from the Core (Basic and Enhanced) to the Customized Component (i.e. shipping less than 1,000lbs/room).

Responsibility

9.05 It is the transferee's responsibility, with the assistance of the appropriate Transportation Agencies and the RLRS Relocation Consultant, to contract and arrange for the move of the Mobile Home.

Prohibited Move of a Mobile Home

9.06 The movement of mobile homes is prohibited to the following locations:

- Yukon and Northwest Territories – excluding Yellowknife
- Nunavut
- Goose Bay, Labrador, Newfoundland

Storage

9.07 If as a result of a transfer/posting, it is found that the transferee's mobile home (principal residence) is not practical at the new destination or that it cannot be shipped, and that the transferee does not wish to sell/rent it, **the mobile home will be stored at public expense, if the costs are reasonable.**

This requires the personal pre-approval of the designated Departmental National Co-ordinator.

Moving from Storage

9.08 Upon relocating from a prohibited location (mobile homes), a transferee may be authorized to move his/her mobile home to the new place of duty from where it was stored, at public expense.

Other Service Charges

9.09 Transferees may claim actual and reasonable reimbursement for the following associated expenses:

Basic Core

- Rental of equipment to remove from pad and position for hook up of towing vehicle.
- Cartage.
- Preparation of the mobile home (at destination) including blocking and connection of utilities.
- Rental of equipment (at destination) to place on pad.
- Basic in-transit insurance up to a value of \$100,000.
- Long Term Storage (when authorized).

Other Service Charges (cont'd)

Enhanced Core/Customized

- Disconnection of utilities;
- Cartage of oversized/multiple units;
- Additional insurance for oversized/multiple units and over Basic Core;
- Preparation of the mobile home for transit including unblocking, ensuring road worthiness to provincial standards.
- Storage in transit;
- Long Term Storage (when authorized) for oversized/multiple units;
- Additional costs incurred for the movement of an oversize or multiple units.

NOTE: Repairs to the mobile home while in transit are not reimbursable.

Transit Time

9.10 Transit Time on Paved and Unpaved Roads

Paved Roads

The transit time reflected in the table below for driving on paved roads will apply. The number of days reflected are for working days with Saturdays, Sundays and statutory holidays excluded.

Unpaved Roads

The maximum transit time on unpaved roads is one day for every 250 km or portion thereof. If the total unpaved road kilometers traveled is less than 50 km it shall be disregarded.

Example: Total distance: 5500 km.

5000 km (paved) + 500 km (unpaved) = 13 + 2 = 15 days

Km	0-800	801-1200	1201-1600	1601-2000	2001-2400	2401-2800	2801-3200	3201-3600
Days	2	3	4	5	6	7	8	9
Km	3601-4000	4001-4400	4401-4800	4801-5200	5201-5600	5601-6000	6001-6400	6401-6800
Days	10	11	12	13	14	15	16	17

Policy

10.01 It is the department’s responsibility to move a transferee’s household goods and effects when being relocated on posting within the conditions and limitations of the IRP policy. The existing Household Goods Removal Service (HGRS) contract takes precedence in the selection of carriers and its contracted rates.

10.02 The department is responsible to make the shipping arrangements with moving van lines as per the HGRS contract terms and conditions in liaison with the RLRS Relocation Counselor.

10.03 It is the transferee's responsibility to submit a copy of the original bill of lading to RLRS at the earliest possible date. **The Departmental Relocation Co-ordinator (Regional) must submit a copy of the final invoice (received from the moving company) to RLRS.**

Funding Overview

10.04 Receipts must be original documents or the customer’s carbon copy or monthly statement of credit card expenditures. **Photocopies are not acceptable.** In exceptional circumstances, a transferee may sign a personal declaration justifying its loss. **NOTE: CCRA requires original itemized receipts.**

The benefits outlined in this section are funded from both the Basic Core and if need be, the Enhanced Core/Customized envelope as follows:

Benefit	Basic Core	Enhanced Core/Customized
Shipment of Household Goods and Effects	Up to 20,000 lbs/9,071.94kg	Weight in excess of 20,000 lbs/9,071.94kg
Incidental relocation expenses		Actual expenses as per policy
Storage in Transit	Up to 60 days	Over 60 days
Long-term Storage (only when authorized)	Up to 20,000 lbs/9,071.94kg	Over 20,000 lbs. /9,071.94kg
Basic Insurance	Up to \$100,000	Over \$100,000
Additional Insurance		Actual expenses
First PMV	Actual expenses	
All other PMVs		Actual expenses
RV/Boat/Motorcycle/ATV/Trailer/Snowmobile, etc.		Actual expenses as outlined within policy.
Crating		Actual expenses
Objects of Art		Actual expenses
Pet Shipment		Actual expenses
Incidental shipping expenses		Actual expenses
Car rental at destination		Reasonable expenses per policy

**Weight
Entitlement**

10.05 The department will arrange for and pay the cost of packing, insuring, shipping, in transit storage and unpacking of a reasonable quantity of personal and household effects up to:

Basic Core

- A maximum of 20,000 lbs./9,071.94kg.

Enhanced Core/Customized

- Weight in excess of 20,000 lbs./9,071.94kg.
- Surcharges resulting from articles which the moving firm will accept on a weight dimensional or a cubic basis, or with surcharges.

Tariffs, etc are subject to established rates and conditions within the existing HGRS contract (policy centre confirmed rates).

**Qualifying
Rooms**

10.06 Qualifying Rooms Include:

- Kitchen
- bedrooms (including bedrooms in finished basement)
- living room
- recreation room
- family room
- dining room
- basement
- garage – not condos and apartments
- out-building/storage shed (limit of one)
- a storage room (separate from apartment).

For the purposes of establishing the number of qualifying rooms, the appraisal reports will be used for homeowners. For renters, the transferees will provide the list of rooms.

**Transferable
Savings**

10.07 One element used to determine the amount of transferable savings flowing from the Basic Core to the Customized Component is based on 80% of the savings earned by transferees moving household goods and effects below the established industry-calculated threshold of 1000 lbs/ 454 kg. per qualifying room.

Example: A transferee moving from Ottawa to Halifax with 10 qualifying rooms (10,000 lbs./4,536 kg) at \$4,714 who moves only 5,000 lbs/2,268 kg at \$2,357.00 would be able to transfer 80% of the savings into the Customized Funding Envelope or \$1,885 (\$2,357.00 x 80%).

**Transferable
Savings
(cont'd)**

NOTES:

(1) Does not apply when partial shipment/storage of HG&E has been authorised.

(2) Departmental Coordinators shall provide RLRS with a copy of the Weight Certificate that clearly indicates the actual weight shipped or verify by fax the final weight shipped. In the interim, transferees must provide, at the earliest possible date, a copy of their bill of lading to RLRS for funding computation

**Incidental
Relocation
Expenses**

10.08 Transferees may be reimbursed for a wide range of incidental relocation expenses that are directly attributable to the move, must be clearly reasonable and justifiable, and must not upgrade the financial position of the transferee. Reimbursement from the Enhanced Core/ Customized component will be for the following admissible expenses which must be supported by receipts:

Admissible expenses - Enhanced Core/Customized

- connection and disconnection of electrical appliances and preparation for shipment (e.g. blocking drum in washer, securing stereo turntable);
- connection and disconnection of public utility services, (e.g. telephone, electricity, water, cable);
- payment of local licenses, such as automobile and driver's licenses, and safety certificate for automobile when one is mandatory by provincial legislation before license plates can be obtained (excluding cost of necessary repairs);
- disassembling and assembling of garden and patio furniture;
- removal or installation of valance boxes, curtain rods, wall hooks, clocks, wall mirrors;
- taking up or re-laying hall runners, etc., labour of altering and re-hanging existing drapes and curtains. Cost of altering locks at new residence - labour only.
- purchase of school books at new location, if such books are required for the normal course of study and are not provided free of charge by the school authority (only applicable if relocation takes place during school year);
- non-cancelable portion of fees such as insurance and local clubs and associations, prorated;
- post office change of address; tuning of pianos;
- photocopy and transmittal costs for transcripts of academic records for transferee or children;
- replacement of propane tank;
- purchase and installation of safety valve kit for propane-powered vehicles relocated into Ontario.

**Incidental
Relocation
Expenses
(cont'd)**

Inadmissible Expenses:

- purchase of new goods such as furnishings, rugs, drapes and household equipment;
 - improvements and repairs to effects which are already owned;
 - higher costs for insurance and car licenses.
-

**Non-admissible
Items**

10.09 Non-admissible items are items not eligible to be shipped due to their hazardous nature or where excluded by the IRP policy or otherwise restricted by household goods removal tariffs. Transferees are advised to seek information from their departmental contact/moving company.

**Storage in
Transit**

10.10 Storage when necessary and incidental to the shipment of effects to the new place of duty may be authorised as follows:

Basic Core

- Shall not be reimbursed beyond the last day which ILM&I is authorised.

Enhanced Core/Customized

- The cost of any extensions beyond the period authorised from Basic Core.
-

**Long Term
Storage**

**(Applicable to
Isolated/Limited
Duration Postings
only)**

10.11 When a transferee is relocated, but in the opinion of the Departmental National Co-ordinator, the shipment of the household effects or private motor vehicles, or both, to the new place of duty is neither desirable nor in the public interest, the employer will pay for:

Basic Core

- (a) packing, crating and cartage of the transferee's household effects to the nearest place where adequate long-term storage facilities are available;
 - (b) storage of the household effects until they can or might be repossessed by the transferee or an authorised dependant of the employee;
 - (c) storage of up to two private motor vehicles or one automobile and a camper/trailer. The total storage cost shall not exceed the cost of storing two private motor vehicles; and
 - (d) payment of a one-time storage preservation fee for such services as removing the battery, raising the private motor vehicle (PMV) off the tires, applying lubricants as required, etc., for commercial storage of a private motor vehicle.
-

Long Term Storage

10.12 When the transferee is again relocated to a location where the effects could be used, the Departmental National Co-ordinator shall authorise HGRS to ship the effects from the place of storage to:

- a) new place of duty;
- b) former residence from which the effects were placed in storage; **or**
- c) intended place of residence in Canada, provided that the cost is not greater than in part (b).

NOTE: This authorisation will include the unpacking and uncrating of effects at the destination.

Savings from Reducing Long Term Storage Costs - for Appliances Only

10.13 Transferees transferred to Isolated Posts and move into Crown Accommodation where it is impossible to normally accommodate their major appliances are entitled to Long Term Storage at public expense.

Transferees who make alternate arrangements (disposal or decide not to store their major appliances at public expense) may transfer to their Customized funding envelope, 80% of the savings (i.e. 80% of the storage cost up to 24 months) based on the weight table that follows.

NOTE: For transfer value purposes, the saving is to be calculated on the weight/volume (industry averages) of one set of appliances, based on the actual duration of the storage requirement up to a maximum of 24 months at policy centre confirmed rates.

Weight of appliances stored in long term storage

APPLIANCES	INDUSTRY AVERAGE WEIGHT	ANNUAL COST * (12 months)
Dishwasher	150 lbs	4.20 + 7.38 + 28.26 = \$39.84
Dryer	200 lbs	5.60 + 9.84 + 37.68 = \$53.12
Freezer	420 lbs (+16 cu ft)	11.76 + 20.66 + 79.13 = 111.55
Refrigerator	350 lbs (+ 11 cu ft)	9.80 + 17.22 + 65.94 = \$92.96
Stove/Range	300 lbs (36 inches)	8.40 + 14.76 + 56.52 = \$79.68
Washer	250 lbs	7.00 + 12.30 + 47.10 = \$66.40
TOTAL	1,670 lbs	\$443.55

***inclusive of handling (in and out) @ \$1.40/100 lbs, insurance @ \$0.41/100 lbs/month, and storage costs @ \$1.57/100 lbs/month.**

NOTE: These classes of appliances vary in size and weight: a 6 cu ft refrigerator weighs 150 lbs, and a 7-10 cu ft weighs 250 lbs, a 15 cu ft freezer could weigh 340 lbs, a 30 inch stove/range could weigh 225 lbs.

**Partial
Shipping/
Storage**

10.14 Storage of a portion of a transferee's effects should only be authorised in exceptional circumstances or where assigned Crown owned accommodations will not accommodate all personal possessions. In those instances where storage is at public expense, there will be no transferable savings provided for weight reduction.

Basic Core

- Actual storage cost.
- The combined shipment/storage weight not to exceed 20,000lbs/9,072Kg.

Enhanced Core/Customized

- Weight in excess of 20,000lbs/9,072Kg placed in storage.

NOTE: The movement of partial HG&E must be done by HGRS contracted service providers and is to be authorized by the Departmental National Co-ordinator.

**Basic
Insurance
Coverage**

10.15 Based on terms, limitations and conditions negotiated by the HGRS, transferees are provided with replacement cost paid.

Basic Core

- \$100,000 on authorized household goods and effects.

NOTE: Claims for loss/damage is between the transferee, the carrier (Van Lines/Moving Company), and the insurer. The department is not involved in anyway.

Enhanced Core/Customized

- Amounts over the basic coverage of \$100,000.
 - Insurance for specific items.
-

Crating

10.16 Transferees may have household goods and effects that may require additional protection (i.e., china, art, and antiques). Any crating costs for such items may be reimbursed from the Enhanced Core/Customized Component.

**Shipment of
Personal
Motor Vehicle**

10.17 Transferees shall be reimbursed actual and reasonable expenses related to shipping their PMV based on their primary mode of travel to the new location as follows:

Shipment of PMV by Commercial Carrier

Basic Core

- Cost to ship 1st vehicle.

Enhanced Core/Customized

- Cost to ship 2nd and additional vehicles.

NOTE: If a transferee opts to drive a PMV and ship the other PMV by commercial carrier, the shipment costs are funded from Enhanced Core/Customized funds.

Private Motor Vehicle - driven

Basic Core

- 1st PMV driven - Department of Finance high kilometric rate.
- Motorcycles are reimbursed at 60% of the kilometric rate.
- Trailers - 50% of the low Department of Finance kilometric rate.

Enhanced Core/Customized

- 2nd and additional vehicles driven - Dept., of Finance high kilometric rate.

NOTES:

(1) Travel distances and costs are computed using the most direct Canadian road route.

(2) Rental car costs incurred while the employee is separated from the family car which is being shipped are reimbursable under the Enhanced Core/Customized Component.

**Shipment of
RV/Boat/
Motorcycle/
ATV/Trailer/
Snowmobile**

10.18 The costs to ship recreational vehicles, boats, motorcycles, all-terrain vehicles, trailers, and snowmobiles may be reimbursed from:

Enhanced Core/Customized

- Reimbursement for actual and reasonable costs.

NOTE: The fact that the contracted carrier is willing to ship the vehicles with the HG&E does not absolve the transferees of their financial responsibility.

Additional Shipping Expenses

10.19 Transferees are responsible for any additional costs beyond those established in the HGRS contract. Those who wish to ship items that fall outside the scope of the contract may do so and be reimbursed for actual expenses from the Enhanced Core/Customized Component based on availability of funds.

Transportation of Pets

10.20 Transferees may claim actual and reasonable expenses for transportation of their pets to the new location and any necessary kennel fees incurred while the transferees are in interim lodgings.

Enhanced Core/Customized

- Actual and reasonable costs.
-

Time Off for Packing

10.21 The Departmental Manager shall grant a transferee reasonable time off with pay, for the purpose of overseeing the packing, unpacking, loading and unloading of household effects based in accordance with departmental policy. Such authority will not be unreasonably withheld.

REPRESENTED/NON-REPRESENTED PUBLIC SERVICE EMPLOYEES
Section 11

**Represented/
Non-
Represented
Employees**

11.01 Represented and non-represented employees on transfer have the option to participate in the IRP or defer to be relocated under the regular Relocation Directive with the clear understanding that once the decision is made for one or the other program, the decision is not reversible and employees will be committed to it.

**Incentive to
Participate
in IRP**

11.02 Each represented/non-represented employee who opts to relocate under the IRP program will be provided an additional \$500 in his/her Customized Funding Envelope.

**Grievance
Process**

11.03 The IRP is not subject to the grievance process. However, two (2) representatives from the bargaining agents will be part of the IRP Overview Committee which has been established to address exceptional cases or circumstances. All subsequent decisions from this Committee are binding.

11.04 The benefits outlined within the proceeding pages apply equally to both the represented employees and the non-represented employees with the following specific differences:

**HEAP - Not
Applicable**

11.05 Home Equity Assistance Program:

This does not apply to represented/non-represented employees. However, a represented/non-represented employee on relocation can use funds from his/her Customized Funding Envelope for any equity loss - subject to CCRA guidelines.

**Home Sale
Assistance -
Not
Applicable**

11.06 Home Sale Assistance:

This assistance is applicable to only employees within the EX and GIC categories.

**Pre-Sale of
Home - Not
Applicable**

11.07 Pre-Sale of Home:

This assistance is applicable to RCMP members only.

**Funding
Formula**

11.08 Funding Formula:

OVERVIEW SUMMARY ENHANCED CORE FUNDING FORMULA	
Real estate commission ^a or Renters allowance: \$1,000 @ 100%.	_____ x 35% =
+ Transportation cost - one way- kilometric rate (transferee and dependants)	_____ x 35% =
+ Cost of shipping 1000 lbs. (453.60kg) of household goods per qualifying room ^b (zone-to-zone matrix)	_____ x 35% =
Total Enhanced Core Funding Envelope:	
CUSTOMIZED FUNDING FORMULA	
<u>Allowances/Incentives:</u>	
+ Non-accountable incidental allowance;	\$650
+ Incentive to Participate in IRP	\$500
<i>Incentive for not selling home:</i>	
+ 80% of Real Estate commission for not selling home (Max. \$12,000/maximum appraised value \$300,000) ^c	
+ Rent Incentive (\$1,000 -renters/homeowners)	= _____
Sub-total:	
TRANSFERABLE SAVINGS TO CUSTOMIZED ENVELOPE	
+ 80% of cost savings resulting from shipping household goods below the threshold (1000lbs [453.60kg] – room (<i>HGRS contract</i>))	
+ 80% of cost savings resulting from not using long term storage (I.P.) for major appliances – max 24 months (<i>HGRS contract</i>)	
<i>HHT incentives:</i>	
+ \$250 for flying and staying over on Saturday at destination; OR _____	
+ ILM&I savings for unused days (max \$250., taxes included.)	_____
Sub-Total:	
Total Customized Funding Envelope:	

- a. Based on appraised value; homeowners only (maximum transferable per homeowner \$5,250.)
- a. Qualifying rooms - (kitchen, bedrooms, living room, recreation room, family room, dining room, basement, garage (not condos and apartments), out building (limit of one), storage room (separate from apartment); weight of ATVs, snowmobiles, motorcycles, etc., stored in garage is excluded from weight factor; (1 kg=2.2046 lb.).
- b. Entitled to a credit of 80% of the Real Estate Commission (Corporate rate) that would have been payable if house was sold; it is recommended that this be applied to property management fees.

NOTE: Unused credits in the Enhanced Core envelope are not transferable to the Customized Envelope.

**NEWLY APPOINTED EMPLOYEES
TO THE PUBLIC SERVICE**

Section 12

12.01 There is no coverage at this time under the IRP for newly appointed represented/non-represented employees below the EX/GIC classification/category.

12.02 Newly appointed EX/GIC employees - see Section 14.

12.03 In all other cases (other than EX/GIC), on initial appointment, reimbursement of expenses associated with the sale/purchase of a residence requires Treasury Board Secretariat's approval.

NOTE: The provisions of the TB Relocation Directive apply in these cases.

OTHER RELOCATION MOVES WITHIN CANADA (RCMP) Section 13A

Pre-Sale Of Principal Residence

Members of the RCMP, especially in the Musical Ride Troop, usually dispose of their principal residence prior to receipt of an official transfer notice. Hence members of the RCMP will be allowed under very specific condition to continue with their Pre-sale privileges and receive the full entitlements and incentives of IRP.

13A.01 Members of the RCMP Musical Ride would be allowed to participate under IRP as per the time frame indicated below:

- **6 months** - members of the musical ride who are able to successfully sell their home and within 6 months of that sale receive an official transfer notice, will be allowed to participate in the IRP Pilot;

13A.02 Other members of the RCMP, would be allowed to participate under IRP as per the time frame indicated below:

- **3 months** - these members who are able to successfully sell their home and within 3 months of that sale receive an official transfer notice, will be allowed to participate under the IRP Pilot;

13A.03 Treasury Board Secretariat (TBS) recognizes that situations may surface where members of the RCMP may be located in areas that may be subjected to an industrial close down and where it may be advantageous to members and the Force to act in anticipation. Under these exceptional circumstances and on a case by case basis, TBS will entertain a review of each case via a submission by the Departmental National Co-ordinator.

- **maximum of 6 months only.**

Isolated Postings (I.P.) Under IRP

13A.04 Members of the RCMP are periodically posted to locations identified as Isolated Posts. Such relocations vary in entitlements (weight restrictions, etc.,) depending on the area. The IRP relocation provisions apply to permanent transfers, not short-term postings.

Transferable Savings

13A.05 One element used to determine the amount of transferable savings flowing from the Basic Core to the Customized Component is based on 80% of the savings earned by transferees moving household goods and effects below the established industry-calculated threshold of 1000 lbs. per qualifying room. In cases of I.P and L.D.P., transferable savings are not applicable because of limitations below.

Partial Storage of HG&E

13A.06 Storage of a portion of a transferee's effects should only be authorised in exceptional circumstances or where assigned Crown owned accommodations will not accommodate all personal possessions. **In those instances where storage is at public expense, there will be no transferable savings provided for weight reduction.**

**Partial Storage
of HG&E
(cont'd)**

Basic Core

- Actual storage cost.
- The combined shipment/storage weight not to exceed 20,000lbs/9,072Kg.

Enhanced Core/Customized

- Weight in excess of 20,000lbs/9,072Kg placed in storage.

13A.07 When a transferee is relocated, and in the opinion of the Departmental National Co-ordinator, the shipment of the household effects or private motor vehicles, or both, to the new place of duty is neither desirable nor in the public interest, the employer will pay for:

Basic Core

- packing, crating and cartage of the transferee's household effects to the nearest place where adequate long-term storage facilities are available;
- storage of the household effects until they can or might be repossessed by the transferee or an authorised dependant of the employee;
- storage of up to two private motor vehicles or one automobile and a camper/trailer. The total storage cost shall not exceed the cost of storing two private motor vehicles; and
- payment of a one-time storage preservation fee for such services as removing the battery, raising the private motor vehicle (PMV) off the tires, applying lubricants as required, etc., for commercial storage of a private motor vehicle.

NOTE: The transferable savings for reduced weight will not be provided when LTS is incurred.

**Long Term
Storage
(I.P./L.D.P.)**

13A.08 Upon departure from an Isolated Post, the number of rooms is of no consequence since the member's HG&E (previously stored) has to be transported from storage under Basic Core.

**Weight
Threshold**

13A.09 Transferees in Isolated Posts or Limited Duration Posts prior to IRP implementation will be considered similar to members who have been relocated via the IRP going into I.P./L.D.P. The Crown has to ship the total HG&E in storage.

**Members
Relocated prior to
IRP**

Basic Core

- maxed at 20,000lbs/9,072kg.

NOTE: Members at I.P. prior to IRP implementation - the number of rooms is of no consequence since the HG&E is being moved from LTS at the department's expense. The transferable savings as a result of reduced weight will not be provided because the Crown will have paid for the storage of the HG&E.

**I.P. Weight
Restrictions &
Room
Calculations**

13A.10 Weight restrictions per current I.P. Directive will remain in place and the shipment of HG&E will be considered from the point of LTS upon retransfer.

**UNACCOMPANIED MOVES WITHIN CANADA -
All Transferees**

Section 13B

Distinction	13B.01 Family members do not accompany transferee to the new workplace.
Unaccompanied Moves	13B.02 Temporary Move: If the move is considered temporary and answers to the criteria of a short-term move, it will fall under the provisions of the short-term move and will not qualify for the IRP program. 13B.03 Permanent Move: If the duration of the posting will qualify it as a long term (permanent) move, then provisions of the IRP should apply with the following clarifications:
Unused Core Benefits	13B.04 There is no reimbursement for unused Core entitlements. In situations when the family does not accompany the employee to the new workplace and it is not a matter of family separation on personal grounds (e.g. a divorce) files must be closed within the year.
Transferable Credit For Not Selling Home	13B.05 Transferees who elect not to sell their homes at their former place of duty may transfer 80% of the real estate commission fees that would have been payable had the home been sold (taxes excluded). The amount payable is calculated on the appraised value at pre-negotiated corporate real estate commission rates, capped at \$12,000. <u>Example:</u> Average appraised value of home is \$300,000 max.. The commission at 5% is \$15,000. Therefore a transferee could transfer \$12,000 (i.e., \$15,000 x 80%) from the Basic Core to the Customized-funding envelope. This could be applied to property management. <u>NOTES:</u> (1) Offers accepted below the appraised value and those selling for less than 95% must be approved by the Departmental National Co-ordinator. (2) Those taking this credit must sign a waiver foregoing any future reimbursement by the Crown of real estate fees, legal fees or other related disposal costs for the property in question.
Moving from Major Centre to I.P./L.D.P.	13B.06 A transferee being relocated from a major centre to an Isolated Post/Limited Duration Post opting for the family to remain behind will sign the waiver accepting that the original residence will not be sold and accepts the incentive for Not Selling The Home.

Unused Customized Funds	13B.07 Since the HG&E will not be moved and no further expenses will be incurred that will affect the funding envelope, the transferee gets the balance of the Customized funding envelope as per direction in the current IRP Policy.
Disposal Costs	13B.08 Disposal costs relative to the future sale of the home will be the transferee's personal responsibility.
Moving from Major Centre to Another Major Centre Permanent long term moves	13B.09 A transferee living in a major centre being transferred to another major centre decides to have the family remain behind while he/she proceeds alone will be issued: <ul style="list-style-type: none"> • 35% of the funds from the travel envelope, • The \$650 non-accountable allowance, and • The applicable transfer allowance. • Balance of funds in the funding envelope will be processed after shipment of the HG&E (within one year). • RLRS will withhold a percentage until conclusion as per contract terms.
Future Visitation	13B.10 The transferee is personally responsible for all costs incurred for visitation.
Future Transfer/Relocation	13B.11 A future relocation will be considered from the transferee's new work site and not from where the family resides.

**EXECUTIVE GROUP (EX) AND GOVERNOR IN COUNCIL
APPOINTEES (GIC)- RELOCATION PROVISIONS**

Section 14

**IRP
Application**

14.01 The Special Relocation Authorities and the Relocation Directive (chapters 3-2 and 3-1 respectively) have been temporarily suspended so that the provisions of the IRP program can be extended to employees appointed to, or currently in the following groups, whose substantive classification is: DM, GX, EX, LA 2B-3C, MD-MOF 4/5, MD-MSP 3, Governor-in-Council levels 1 to 11, and excluded DS 7 and DS 8. The provisions of IRP are now applicable to new appointees (EXs/GICs).

14.02 In conjunction with the applicable IRP provisions described in preceding chapters, EX and GIC employees will qualify for the following:

**Previous
Assistance
pre IRP**

14.03 Under the former policy, EX/GIC employees could have reduced the selling price of their home by up to 10% below the assessed market value and have this amount reimbursed provided the home was sold within 6 months of the appraisal. If the home did not sell in the 6-month period, then the benefits were discontinued.

**10% Home Sale
Assistance**

14.04 Because of tax changes in the 1998 Budget and considering the full range of marketing assistance and relocation counseling services now available to EX/GICs via the IRP program, and the addition of other provisions such as property management options, the following applies:

Basic Core

- EX and GIC's can reduce the selling price by up to 10% of appraised value.
- Limited to \$15,000
- No HEAP

Enhanced Core/Customized

Any amounts above \$15,000 - subject to availability of funds.

NOTES:

(1) Market value is to be based on appraisal as provided for under IRP and is to be consistent with other IRP requirements.

(2) Properties being sold for less than 95% of the appraised value require pre-departmental approval. The purpose is to prevent possible situations of unduly reduced sale prices. All such cases are to be submitted by RLRS directly to the Departmental National Co-ordinator for approval.

Example: Home appraised at \$100,000 but is listed at \$105,000. If the selling price is reduced to \$90,000 because of the 10% option, prior approval must be obtained from the Departmental National Co-ordinator because the sale price is now below 95% of the appraised value.

Assistance for Home Search

14.05 The IRP program offers a much broader range of services and much improved home search assistance and rental search services than the programs available before.

Weekend Travel Home Every Two Weeks

14.06 The weekend travel home every two weeks is maintained up to a 90-day period while on temporary dual residence assistance (TDRA) only when a door to door move is not possible as a result of operational requirements. Previous limitations will continue to apply:

- Should the period of separation from dependants go beyond three months, employees will then be eligible for two additional trips home as per the Travel Directive - under Basic Core.

NOTE: Applicable to transferees with dependants who remained in the family home. *This entitlement is based on the premise that the transferee will make travel arrangements at least 30 days in advance to take advantage of the price reduction in advance bookings.*

Travel arrangements are to be made via the Government of Canada travel contract. This entitlement and any subsequent reimbursement are not processed by RLRS in any form whatsoever.

Incidental Expenses Allowances

14.07 For employees appointed to or from within the EX and GIC groups, the incidental expenses allowance is equivalent to four weeks salary - the \$650 Non-accountable incidental allowance allowed by Canada Customs and Revenue Agency is included in this amount.

The weekly rate of pay is the transferee's annual rate of pay (salary paid between the minimum rate and the job rate), divided by 52.176.

- The new appointees incidental allowance is based on the annual salary effective on the date of appointment to the EX/GIC position - see calculation formula.

GOC EXs/GICs incidental allowance calculation based on factor: gross annual salary/52.176 x 4 (weeks).

- RCMP (EX equivalent) incidental allowance: 1/12 of gross annual salary.
-

Disposal/ Acquisition Cost

14.08 The reimbursement of reasonable disposal and acquisition costs for newly appointed EX/GICs are within IRP provisions.

**Enhanced
EX/GIC
Services**

14.09 EXs and GICs will be offered the highest level of personalized service, recognition and value, associated with the IRP at an additional minimal cost.

EXs/GICs enhanced package - Face-to-face interactions with RLRS personnel for:

- Preparation of HHT
- Post HHT
- Final reconciliation
- Personal one-hour telephone consultation (relocation specific) with a third party tax expert provided by RLRS
- Counseling at transferee's office (within the 5 regional office locations)**
- Initial consultation with RLRS management representative**

** **NOTE:** All travel cost will be a departmental expense.

**RCMP EX
Entitlements**

14.10 The EXs within the RCMP retain the right to choose the regular IRP program offered to the general membership of the Force or opting to take the EX program.

14.11 The RCMP EXs upon opting to participate in the IRP EX program are entitled to the following:

- 1/12 gross annual salary in lieu of the \$650 Non-accountable incidental allowance allowed by Canada Customs and Revenue Agency – credited to Customized envelope.
- 1/12 of gross annual salary as a transfer allowance credited to Customized envelop (RCMP regular transfer allowance).
- 10% Home Sale Assistance - see section 14.04.
- **No HEAP entitlements.**

NOTE: The RCMP EX equivalent who opts to retain the regular RCMP IRP program benefits forfeits the additional EX 10% Home Sale Assistance but qualifies for HEAP.

DEFINITIONS

Actual and reasonable expenses (*frais réels et raisonnables*) - means:

- (a) the actual expenses incurred, supported by proof of payment, e.g. receipts and vouchers; and
- (b) the reasonable amount that the employer judges to be both appropriate and justifiable based on experience of what such costs should be in the circumstances, and within the limits of this policy.

Appointee (*personne nommée*) - means a person recruited from outside the Public Service and appointed or on assignment to a department or agency listed in Schedule I of the *Public Service Staff Relations Act*. On relocation to the first place of employment, a person is deemed not to be an employee for the purposes of this Pilot program.

NOTE: Members of the Canadian Armed Forces on initial appointment to the Public Service are considered to have the status of appointees.

Authorisation (*autorisation*) - if an employee incurs expenses related to a specific relocation before having received written authorisation to relocate, the employer shall not be responsible for such expenses, unless and until the relocation is subsequently authorised.

Bridging loan (*financement provisoire*) - in acquiring a bridging loan, the employee should establish a line of credit, and borrow up to the full amount of the bridging loan available under the directive on an "as needed" basis. The Crown would then pay the interest only for the periods for which the amounts would actually be required.

Common-law spousal relationship (*relation de conjoint de fait*) - For the purposes of the definition of dependant, a common-law spousal relationship exists when, for a continuous period of at least one year, an employee has lived with a person and publicly represented that person to be his or her spouse and continues to live with the person as if that person were his or her spouse.

Crown-owned living accommodation (*logements de l'État*) - means living accommodation owned, leased, rented or otherwise controlled that is as to occupancy by the Government of Canada.

Dependant (*personne à charge*) - means any person who lives with the employee or appointee and is either the employee's spouse, a person for whom the employee can claim a personal exemption under the *Income Tax Act*, or an employee's (or a spouse's) unmarried child, step-child, adopted child or legal ward who cannot be claimed as an income tax deduction but is in full-time attendance at school. A family member who is permanently residing with the employee, but who is precluded from qualifying as a dependant under the *Income Tax Act* because the family member receives a pension, shall also be considered as a dependant under this directive.

Deputy head (*administrateur général*) - means, in relation to a department, the deputy minister; and in relation to any other part of the Public Service, the chief executive officer, or, if there is no chief executive officer, the person designated by the Governor in Council as the deputy head for the purposes of the *Public Service Employment Act*.

Employee (*employé*) - means a person employed in the Public Service who is performing the continuing full-time duties of a position and whose salary is paid out of the Consolidated Revenue Fund. (Employees performing continuing full-time duties on a seasonal basis are also included). The term also means a deputy minister, or any other person appointed by the Governor in Council to a position classified within the occupational groups comprising the Senior Management, Administrative and Foreign Service, Scientific and Professional, and Technical categories.

Employee-requested relocations (*réinstallation à la demande de l'employé*) - an employee-requested relocation is a relocation resulting from a formal request made by an employee for compassionate or other personal reasons and for which the costs involved are to be negotiated as for an appointee.

In an employee-requested relocation, any assistance shall be at the discretion of the delegated departmental manager and shall be negotiated under the same terms and conditions as for appointees to the Public Service.

In an employee-requested relocation where expenses are incurred that were not authorised as a result of the initial negotiations, Treasury Board authority shall be obtained prior to any reimbursement being made.

If an employee requests a transfer to a new location because his/her spouse who is employed by a separate or private employer, is to be moved by that employer, and if there is a vacant position at the new location for which the employee is qualified and the transfer is otherwise warranted, the department may find it convenient to grant the request. However, such a transfer is an employee-requested relocation and, if any assistance is to be provided, it shall be negotiated under the same terms and conditions as for appointees. The assistance authorised, if any, must relate directly to the advantage to be gained and must take into consideration the assistance extended to the spouse by the separate or private employer, i.e. it must not duplicate or supplement any of those provisions. Under such circumstances, it is the employer's prerogative to limit the assistance to be authorised.

Employer-requested relocation (*réinstallation à la demande de l'employeur*) - employer-requested relocations are all relocations within Canada, including employee relocations other than on appointment that result from staffing actions.

NOTE: When an employee requests consideration for a transfer to a different location, the relocation which may eventually result from that request shall be an employer-requested relocation if the employee is appointed to a position at the appropriate group and level that is vacant on arrival at the new place of duty, unless the deputy head provides written certification that, had the vacant position not been filled as a result of an employee-requested transfer, it would have been filled through normal staffing procedures without relocation expenses being incurred. When a position is so certified, any relocation assistance is at the discretion of the deputy head or senior delegated officer.

In an employer-requested relocation, the employee shall be reimbursed the actual and reasonable expenses, within the limits of the provisions of this Policy, necessarily incurred in making a relocation. Once the relocation has been authorised, the employee is entitled to all the provisions of this Policy which have direct application to the specific move.

Employer (*employeur*) - means Her Majesty in right of Canada as represented by the Treasury Board, in the case of any part of the Public Service of Canada specified in Part I of Schedule I of the *Public Service Staff Relations Act*; and means the separate employer concerned, in the case of any part of the Public Service of Canada specified in Part II of Schedule I of the *Public Service Staff Relations Act*.

Expense claims (*demande de remboursement*) - an employee claiming relocation expenses must submit a detailed and itemized account, in the form required. The claim must conform to the following requirements:

- (a) the account must be submitted within 30 days after the date of the employee's arrival at the new place of duty, or the date the dependant(s) arrive, whichever is later;
- (b) the claim shall be supported by receipted vouchers for each item in the claim except: kilometric allowance, expenses for meals and incidental expenses, and amounts paid for accommodation other than in commercial establishments;
- (c) the claim shall be supported by any other information required by the service provider; and
- (d) the claim shall be signed by the employee, certifying that all the amounts claimed have been paid.

The following shall be observed in the review of expense claims:

- (a) reimbursement for incidental travel expenses and meals shall not exceed the amounts stated in the IRP policy;
- (b) transferees who claim relocation expenses for a common-law spouse shall certify by affidavit, that they have been living with the person claimed as the common-law spouse and have publicly represented that person as their spouse for a continuous period of at least one year; and
- (c) when relocation expenses are claimed for dependants other than the employee's spouse or unmarried children (dependant or in full-time attendance at school), the employee shall certify that the dependants live with the employee and are persons for whom an exemption may be claimed under the *Income Tax Act*, or who would otherwise qualify if they were not precluded because they receive a pension.

Family car (*voiture de promenade*) - for purposes of shipment, means a sedan, sports car, station wagon, mini van, pick-up, or 4-wheel drive vehicle of three-quarter ton rating or less, registered in the employee's name or in the name of the spouse, or a dependant, the primary purpose of which is for family conveyance. This definition excludes racing cars, campers, and any other vehicle which does not meet the above criteria.

Household effects (*effets mobiliers*) - means the furniture, household equipment and personal effects of an employee or appointee and dependants, but does not include automobiles, livestock and pets.

Initial Appointment (*nomination initiale*) - relocation expenses, if any, shall be negotiated with appointees or other persons who are not employees before they are authorised to relocate at public expense. Such expenses shall be negotiated during the selection phase of a staffing action.

Assistance shall not be offered as a matter of course and appointees shall not receive more favoured treatment under normal circumstances than employees of the Public Service (re the two-year condition and limitations).

Inquiries (*demande de renseignements*) - inquiries concerning the shipment of personal and household effects and automobiles should be directed to the Central Removal Service, Government Services Canada. Inquiries concerning commercial travel and accommodation reservations should be directed to the Government Travel Service.

Interim accommodation (*logement provisoire*) - refers to days for which living expenses are paid at the new place of duty when an employee is unable to move into the new residence.

Isolated post (*poste isolé*) - means a place named in Schedule A of the Isolated Posts directive.

Living expenses (*frais de subsistance*) - means the expenses incurred for food and overnight accommodation. It may also include incidental expenses such as laundry, valet service, gratuities, local telephone calls and local transportation, as specified in this directive.

Mobile home and double-wide removable home (*maison mobile and maison mobile double*) - are considered to be synonymous terms for purposes of this Pilot and mean a transportable, detached, single-family dwelling which is an employee's principal residence and which contains by design the normal amenities for continuous year-round occupancy. The unit is connected to utilities and is designed to stand on a specially prepared site, although these preparations do not include a permanent foundation. The unit is designed and built to be towed or moved by road. This definition does not include a lean-to or other attached living space, fencing or similar items. Nor does this definition include travel trailers, camping trailers and the like, or any type of self-propelled vehicle such as a motor home or pick-up coach.

New principal residence (*nouvelle résidence principale*) - means a single-family dwelling purchased or rented at the new place of duty which will become the employee's principal residence following the relocation.

Pets (*animaux de compagnie*) – Domestic family pets are defined as any pets that normally reside in the family home. (If the pet is allowed in the living room, it can be moved). Horses or large number of animals, such as cattery, a kennel of dogs or a herd of sheep are not kept for companionship and as such are not considered domestic pets. It is the responsibility of each department to determine whether a pet meets this definition.

Place of duty (*lieu de travail*) - means the location of the official station or headquarters at or from which the employee's duties are ordinarily performed, or to which an appointee is required to report for duty, and includes any area which, according to local custom, is within commuting distance of the place of duty. The place of duty of employees employed as Ships' Officers or Ships' Crews is defined in the Travel Directive.

Principal residence (*résidence principale*) - means a single-family dwelling owned or rented by the employee or dependant residing with the employee, which was occupied continuously at the time the relocation at public expense was authorised and which is recorded as the employee's permanent address on the departmental or agency personnel file. Temporary or seasonal accommodation is excluded by this definition.

Relocation (*réinstallation*) - means the authorised move of an employee from one place of duty to another or the authorised 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.

Relocation while on travel status (*réinstallation d'un employé en voyage*) - if an employee is authorised to relocate while in travel status at the new place of duty, such circumstances shall change the status from travel to relocation. If the employee is eligible for assistance, it shall be approved. The assistance should start the day following the effective date of relocation.

Responsibilities (*responsabilités*) - It is the responsibility of the employer to reimburse those actual and reasonable relocation expenses, within the limits of this Policy, incurred by an employee, as well as the employee's spouse and dependants when the relocation is made at the request of the employer. Deputy heads are responsible for the implementation of this Policy. The authority to apply any provision or to approve claims may be delegated by the deputy head to departmental managers, except where the personal approval of the National Departmental Co-ordinator is specifically required.

Self-contained (*logement autonome*) – Accommodation that is equipped with kitchen/food preparation appliances and laundry facilities.

Single-family dwelling/residence (*habitation unifamiliale*) - means living quarters containing the normal amenities necessary for continuous year-round occupancy. The dwelling must be structurally separated and have an entrance or entrances from outside the building or from a common hall, lobby, vestibule, or stairway inside the building.

Spousal relocation (*réinstallation du conjoint*) - If an employee with a spouse is relocated, and the spouse is also an employee who is transferred to the same location, the IRP Policy shall apply as for an employee and spouse and not as two separate employees. If the two employees are employed by different departments, prior arrangements for departmental cost sharing may be made in accordance with the established principles of responsible management of public funds. Reasonable time off with pay should also be granted to the spouse.

Tax (*impôts*) – Information available from CCRA at 1-800-959-8281

Temporary accommodation (*logement temporaire*) - refers to days for which living expenses are paid (in accordance with the Travel directive) at the start or end of the voyage to the new place of duty or both.

Transfer (*mutation*) - means the movement of a person from one position to another within the Public Service.

Travelling expenses (*frais de voyage*) - means the transportation and living expenses incurred en route to the new place of duty.

Graham, Don

From: Singh, Ram
Sent: October 21, 2009 11:41 AM
To: Gagnon, Alain
Subject: Re: Meeting with BGRS - 22 Oct 09 - 400 Cooper

Ok - I need u at tomorrows meeting plz

From: Gagnon, Alain
To: Singh, Ram
Sent: Wed Oct 21 11:25:12 2009
Subject: RE: Meeting with BGRS - 22 Oct 09 - 400 Cooper

Ram,

Yes, but will be leaving in about an hour to go to dentist. Back tomorrow around 7am.

Alain Gagnon
Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0G5
Alain.Gagnon@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Singh, Ram
Sent: October 21, 2009 11:18 AM
To: Gagnon, Alain
Subject: Re: Meeting with BGRS - 22 Oct 09 - 400 Cooper

R u in?

From: Gagnon, Alain
To: 'ERIC.KAHLER@forces.gc.ca' <ERIC.KAHLER@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; todd.lamb@rogers.com <todd.lamb@rogers.com>; DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; 'Stephane Chevrier' <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; 'Tamara Chamberlain' <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; 'Michel Bonin' <MBonin@royalpage2.com>; 'Eliane Savard' <esavard@royalpage2.com>
Cc: Singh, Ram
Sent: Wed Oct 21 11:16:35 2009
Subject: Meeting with BGRS - 22 Oct 09 - 400 Cooper

As a reminder,

The subject meeting scheduled for tomorrow will take place at 400 Cooper St., conference room 8A. I have booked the conf room (8A) from 0900hrs to 1415hrs, however I'm not certain as to the official timing for the actual meeting. (We must be out by 1430hrs) as there is another booking for the conference room at that time, all other rooms are booked in our building for that day.

Your names will be provided to the Commissionaire on main floor of building and access should be granted to get to the floor.

Alain

Alain Gagnon

Policy Analyst - Integrated Relocation Programs | Analyste pour le programme de réinstallation intégrée

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

Alain.Gagnon@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3211 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

Singh, Ram

From: Singh, Ram
Sent: October 21, 2009 2:44 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: IRP

I have been going late into the nights with this package and will need to also prepare a governance doc along with a review of 3rd party contract docs and transferee formsM

Not complaining just advising - going from 7pm to midnight since monday R

Singh, Ram

From: Singh, Ram
Sent: October 29, 2009 11:04 AM
To: 'Todd Lamb'; Eric Kahler
Cc: Daniel F.R. Tupling; Singh, Ram
Subject: RE: BGRS forms
Importance: High

I am concerned with the wording in some of these forms - they are not very clear:

RETENTION: why can it not say clearly that I do now wish to dispose of my property at origin at this time? What does shipment of effects have to do with this form?

This is to confirm that I will not dispose of my property at origin ~~my retention of principal residence~~ located at: «PRADR7»

I understand that under the provisions of the Integrated Relocation Program (IRP), by electing not to sell my ~~to retain my~~ principal residence, I am entitled to sell said residence at government expense on a subsequent transfer and relocation. ~~at Crown expense only.~~ It is understood ~~I understand~~ that if I receive an authorized transfer and relocation at Crown expense back to the location of said principal residence, the election to retain the principal residence expires.

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

I also understand that the RCMP will only be responsible for the disposal costs of one principal residence per relocation.

~~*I also understand that my household effects will only be moved from one location on a subsequent transfer. (This should be in the policy document).*~~

POLICY WAIVER: I suggest an amendment to this text to say: *Should I choose a non-participating supplier, I understand reimbursement will be limited to the applicable pre-negotiated IRP rate.*

ACCOUNTABLE ADVANCE REQUEST: I suggest a change here: *In addition, I agree to reimburse repay Brookfield GRS any outstanding relocation advances and any over-payments upon completion of my relocation.*

RENTAL SEARCH: I think we should amend to say: *Should I choose a non-participating supplier, I understand reimbursement will be limited to the applicable pre-negotiated IRP rate.*

I understand that if I subsequently cancel these services without notifying the Rental Search Assistance Agent at least 24 hours ~~7 days~~ prior to the "Date Rental Service Required" noted above, I shall be personally responsible for any fees charged by the Rental Agency. Who is going to be aware 7 days ahead that they cannot make an appointment on an HHT? Is there some Divine bliss that warns of impending illnesses etc?

As the Program Authority I ask that a review under similar circumstances be conducted on the CF

2010-11-23

000989

documents please.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Todd Lamb

Sent: October 23, 2009 2:16 PM

To: Singh, Ram; Eric Kahler

Cc: Daniel F.R. Tupling

Subject: BGRS forms

Good afternoon.

The attached forms need to be reviewed to ensure they comply with the CF IRP & the NJC.

Can you ask someone to review them and provide you with comments & confirmation that they are adequate?

Thank you.

Todd

2010-11-23

000990

Singh, Ram

From: Singh, Ram
Sent: October 29, 2009 12:13 PM
To: Zovatto, Claudia; Danagher, Dan
Cc: Singh, Ram
Subject: FW: BGRS forms
Importance: High
Attachments: 3092 Policy Waiver GOC_13Oct09_crd.doc; 3005 Acknowledgement and Consent to Collect.dot_13Oct09_crd.doc; 3097 Retention of Principle Residence.dot_13Oct09_crd.doc; 3009 Request to delay Sale of Principal Residence.dot_13Oct0.doc; 3013 HHT.DIT.AAT Application.dot_13Oct09_crd.doc; 3014 Application for Priority Shipment.dot_13Oct09_crd.doc; 3015 Application to Move HG&E.dot_13Oct09_crd.doc; 3017 Application to Store HG&E.dot_13Oct09_crd.doc; 3035 Elect Not to Sell Principal Residence.dot_13Oct09_crd.doc; 3047 Mortgage Interest Buydown Information Request.dot_13Oct.doc; 3060 Rental Search Assistance & Request and Report.dot_13Oct.doc; 3087 International PMV Shipment.dot_13Oct09_crd.doc; 3091 Accountable Advance Request 13Oct 09_crd.doc

In addition to the comments below I wish to point out the following:

The new contract is somewhat vague or ambiguous on certain items:

Cost for staging of national Training Symposium is currently a bone of contention with BGRS claiming the document does not directly hold them responsible for this cost;

The contract is silent on Employee Requested Relocations (despite the fact I specifically identified this type of relocation) when the purchasing and IRP authorities were developing the SOR. To my horror I found out last week in a meeting (no one advised me of this decision prior to the meeting) that the DG Committee has refused to introduce an amendment hence effective December 1st departments will be paying full administration fees for these files that receive only \$5,000 in assistance;

In preparing the SOR everyone was lead to believe that the successful bidder will have to develop a SOW explaining how the services will be delivered. However no one remembered to stipulate that in the RFP.

The new contract has done away with the supplementary files (files that are opened in the event a delay in sale etc., occurs while the rest of the file is closed) somebody forgot to ensure this was in the SOR/RFP.

Please be aware that the annual seminar will be very interesting because now I have to identify all the changes and prepare material to explain the new process under this contract. Because we agreed to do away with regional offices I have to now come to grips with how transactions will be conducted in the background and explain that satisfactorily to all DNCs. Makes for a very interesting next few months - lots of reading.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: October 29, 2009 11:54 AM

2010-11-23

000991

To: 'Todd Lamb'; Daniel F.R. Tupling
Cc: Singh, Ram
Subject: RE: BGRS forms
Importance: High

Having reviewed the GOC forms I have the following issues:

1. The **Policy Waiver** document is silent on EX/GICs! It should also indicate IRP rates!
2. **Acknowledgement and consent** form has this statement: *In the event that the unused amounts are not returned to Brookfield GRS, I acknowledge that the Department will seek recovery action. Why is the department being made responsible?*
3. **Retention** - the form speaks about RCMP instead of GOC
4. **Rental search:** the form should speak of IRP rates; also why an employee has to advise 7 days ahead of a cancellation when the firm has 24 hours to advise of an appointment?
5. **Request to delay sale:** the form speaks about a 24 months period but the Directive provided 12 months to complete the relocation.
6. **HHT/DHIT form:** why is this form suggesting a posting? PSs do not get posted to a location. The form speaks about "member" versus a "PS"! the form speaks of "Gaining Support Unit and Commanding/Delegated Officer" all terminology not applicable to Federal PSs.
7. **Priority shipment** is not PS related
8. **Application to Move HG&E:** this form will have to be amended to reflect the NJC Directive and CRS related transactions for Federal PSs.
9. **Application to Store HG&E:** this form will have to be amended to reflect the NJC Directive and CRS related transactions for Federal PSs.
10. **Accountable Advance form:** I suggest this form be amended to reflect the following - *In addition, I agree to reimburse ~~repay~~ Brookfield GRS any outstanding relocation advances and any over-payments upon completion of my relocation.*
11. I do not see any forms for Initial Appointees.
12. I do not see any forms for EX/GICs.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
 Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Policy Waiver

Non-Accountable Incidental Allowance

Initials: _____

I hereby certify that once I request payment of the Non-Accountable Incidental Allowance in an amount of \$650.00, this will serve as confirmation that I have incurred these expenses as a result of my relocation.

I am aware that I am free to engage my choice of any Third Party Service Provider (Realtors, Appraisers, etc.), regardless of whether or not they have agreed to participate in the IRP, providing they meet the definition of "arm's length" as per my employer's policy document. Should I choose a non-participating supplier, I understand reimbursement will be limited to the applicable pre-negotiated rate.

I hereby acknowledge that I have been counseled on and understand the above IRP Policy provisions and have initialed the applicable waiver(s) that pertain to my relocation.

Signature : _____

Date : _____

Brookfield Global Relocation Services File Number:

Acknowledgement & Consent to Collect Information

Name: «EMPADE»

Brookfield Global Relocation Services (Brookfield GRS) File Number: «CSE»

PART I – Acknowledgement

In order to be eligible to participate in the Integrated Relocation Program (IRP), I understand, acknowledge and agree to the terms and conditions of the IRP and the following provisions:

«CLT_NM» will supply an allowance to Brookfield GRS with instructions to release these funds to me as reimbursement of relocation expenses in a tax efficient manner. Brookfield GRS will complete a Relocation Financial Worksheet that will outline the probable allocation of the funds; and will charge my financial envelopes for expenses incurred by Brookfield GRS on my behalf;

- I certify that I am a Canadian resident as defined by Canada's Income Tax Act, that expenses I submit to Brookfield GRS for reimbursement will be incurred by me, my spouse and dependants as a direct result of my transfer, and that I am moving to a new residence which is at least 40 kilometres closer to my new work location than my former residence was;
- I certify that the property located at «PRADR7» is my principal residence and if owned, is registered in my name and/or in the name of my spouse and that I am entitled 100% of the relocation benefits.
- I warrant that, to the best of my knowledge, all information that I will provide Brookfield GRS and my employer will be accurate;
- I agree to provide Brookfield GRS any requested documents in a timely fashion in order to facilitate the relocation process;
- I will send Brookfield GRS an Expenditure Summary with supporting receipts within 30 days of incurring said expenses, and will return any excess of advance allowance that I may have received, payable to Brookfield Global Relocation Services Limited, when submitting my Expenditure Summary for reimbursement;
- I am responsible for all relocation related costs that exceed the amount of the financial envelopes;
- I understand that any surplus remaining in the Personalized envelope after reimbursement of all Brookfield GRS approved relocation related expenses will be paid to me without interest. I acknowledge that Brookfield GRS is required by law to deduct taxes on any cash payments made to me from the Personalized envelope;
- **I understand that Brookfield GRS will be reimbursing eligible expenses incurred throughout my relocation including various service and supplier fees. I further understand that any funds rebated or refunded to me by a supplier or service provider for an expense reimbursed by the Government of Canada under the Integrated Relocation Program must be returned forthwith to my Department via Brookfield GRS;**
- In the event that my transfer/relocation is cancelled, any unused amounts from any and all advances and my personalized cash payout (if paid) will be returned to Brookfield GRS within twenty (20) days. In the event that the unused amounts are not returned to Brookfield GRS, I acknowledge that the Department will seek recovery action.

The tax consequences associated with relocation payments made by an employer should be analysed based on the specific facts and circumstances relating to the actual relocation arrangement between the employer and the transferee. No assurance can be provided that the tax law in this area will not be changed in a manner that may alter the income tax consequences to the employer or transferee. Accordingly, each employer and transferee should obtain advice from his or her own respective tax advisors as to the income tax consequences of entering into the particular arrangement.

Brookfield GRS does not hold itself as a tax advisor and cannot participate in the preparation of an individual's personal income tax return.

Acknowledgement & Consent to Collect Information

Name: «EMPADE»

Brookfield Global Relocation Services (Brookfield GRS) File Number: «CSE»

PART II - Consent to Collection, Use and Disclosure of Personal Information

1. As an employee of «CLT_NM» you «EMPADE», have agreed to participate in the Integrated Relocation Directive and to use certain relocation services (the "Service(s)") offered by Brookfield Global Relocation Services Limited (Brookfield GRS). As a result, Brookfield GRS may collect personal information about you and your family in order to provide you with these Services and in accordance with the Integrated Relocation Program contract.

"Personal Information" means information about a specific person. Under PIPEDA personal information does not include the name, business title, business address, or business telephone of any employee, i.e. information on a business card.

By signing this consent form you are consenting to Brookfield GRS being able to collect your Personal Information and use it for the purposes described below. You may revoke your consent at any time; however, in some cases if you choose not to provide Brookfield GRS with consent to use your Personal Information, Brookfield GRS may not be able to offer you certain Services. Please refer to www.irp-pri.com or www.relo dialogue.com to view the Brookfield GRS Privacy Policy.

2. The specific types of Personal Information that Brookfield GRS may collect (where applicable) includes but is not limited to:

Your name, home address, mailing address, home phone number and email address, financial institution (name, address and account number), mortgage number, mortgage balance, children's/dependant's names and ages, preferences related to demographics of destination accommodation, Social Insurance Number (for CRA reporting requirements), special needs in relation to specific relocation or accommodation issues, marital status, career information (including income levels of you and your spouse), career messages (such as change of reporting date and promotion), language preference, appraisal amounts, temporary home location, rental home location, destination address, destination phone number and email address, fax number, your preferences regarding educational and other community needs, Third Party Service Provider information, vehicle ownership information, principle residence deeds, surveys, purchase and sale agreements, lease and tenancy agreements, lease termination letters (for Origin and Destination properties).

3. Brookfield GRS will use your Personal Information to provide the following services (where applicable and depending on your policy), including but not limited to:

Relocation services including the provision of property valuation and appraisal review; the provision of home sale assistance; the provision of property management services including vacancy management, tenancy management and lease cancellation; the provision of transition services including interim living services, temporary accommodation and expense management; household goods services including moving coordination and policy consulting services; orientation services including location orientation and settling-in services; resources for home finding services including home purchase assistance and rental assistance; financial information specific to funding home sale/purchase; management services including funds management and invoicing, supplier management, performance management and management reporting; family support programs including school search for children, career counselling for spouse and elder care services for elderly relative; professional support programs including executive coaching for relocating employees, for the purpose of following up with you to survey your satisfaction with the Services and for travel arrangements, to provide you with access to your file via the Brookfield GRS secure website and for CRA reporting requirements.

4. You hereby consent to the collection, use and disclosure of your personal information by Brookfield GRS for the purpose of providing the Services to you. Pursuant to the Integrated Relocation Program, Brookfield GRS may provide its subcontractors and your CF Coordinator/DCBA/Relocation Coordinator/Relocation Reviewer access to your file (as applicable).
5. You acknowledge that Brookfield GRS may engage Third Party Service Providers or Consultants on your behalf for the provision of the Services, and that your personal information may be provided to enable the third party to provide the Services. If Brookfield GRS engages a third party for this purpose, the third party shall be bound by appropriate privacy agreements.
6. Brookfield GRS will not use your personal information for any other purposes than those stated above without prior written consent from yourself and the Departmental Authority.

**Acknowledgement &
Consent to Collect Information**

- 7. Information used by Brookfield GRS for quality assurance purposes will be anonymous and approved by the Departmental Authority.
- 8. Personal Information collected as part of the Integrated Relocation Program is considered PROTECTED B information and will be safeguarded according to federal regulations.
- 9. To revoke your consent, please contact the Brookfield GRS Privacy Officer, at (613) 236-4346 or rlrs.gs.privacy@royalpage2.com. If you have contacted this individual and are still not satisfied with the manner in which Brookfield GRS has dealt with your privacy concerns, please contact the following people (as applicable):

Canadian Forces:	IRP Departmental Authority DCBA (613) 996-1874
Royal Canadian Mounted Police:	IRP Departmental Authority Policy and Finance Control (613) 993-8507
Government of Canada:	IRD Project Authority Treasury Board of Canada Secretariat (613) 957-9139

10. You consent to Brookfield GRS disclosing information to your spouse. Yes _____ No _____

I hereby acknowledge that I have read, understand and agree to all clauses contained in both Parts I and II of this document.

Dated this _____ day of _____, 200 ____.

Signed by: _____
 «EMPADE»

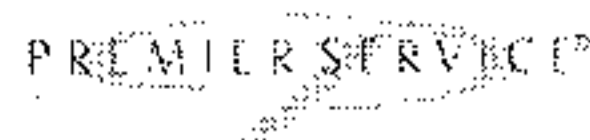


Appendix E

Retention of Principal Residence at Old Place of Duty	
Name:	«EMPADE»
Employee / Regiment Number:	«SERV_N»
PID / Transfer Date:	«COS»
Service Provider File Number:	«CSE»
<p>This is to confirm my retention of principal residence located at: «PRADR7»</p> <p>I understand that under the provisions of the Integrated Relocation Program, by electing to retain my principal residence, I am entitled to sell said residence at government expense on a subsequent transfer and relocation at Crown expense only.</p> <p>I further understand and agree that any future disposal costs will be based upon the appraised value at that time and the maximum fees and rates outlined in the IRP in effect for the future relocation.</p> <p>I understand that if I receive an authorized transfer and relocation at Crown expense back to the location of said principal residence, the election to retain the principal residence expires. I also understand that the RCMP will only be responsible for the disposal costs of one principal residence per relocation.</p> <p>I also understand that my household effects will only be moved from one location on a subsequent transfer.</p> <p>Signed: _____</p> <p>Date: «DT»</p>	

Request to Delay Sale of Principal Residence

Request to Delay Sale of Principal Residence at Old Place of Duty	
Name:	«EMPADE»
Employee/Regiment Number:	«SERV_N»
PID/Transfer Date:	«COS»
Brookfield Global Relocation Service (Brookfield GRS) File Number:	«CSE»
<p>I understand that under the provisions of the Integrated Relocation Program, by requesting a delay of sale on my principal residence located at: «PRADR7»</p> <ol style="list-style-type: none"> 1. I accept all financial responsibility/risks resulting from delaying the sale of the above-mentioned principal residence at old place of duty. 2. If not already completed, I will immediately register with Brookfield GRS and have an appraisal performed on the above-mentioned principal residence, to establish the market value of the residence. All disposal and other relocation expenses will be based on this appraised value, as per Section 1.08.2.b). 3. I will not be seeking the Real Estate Incentive since the decision to sell the principal residence at old place of duty has already been made. 4. I will not be eligible for TDRA or commuting assistance. 5. I understand that the delay of sale does not extend the 24-month time limit to complete the relocation. <p>Signed: _____ Date: _____</p>	



HHT / DIT / AAT Application

Section 1 – To be completed by Transferee in all cases		
<input type="checkbox"/> First HHT <input type="checkbox"/> Second HHT <input type="checkbox"/> Unaccompanied HHT <input type="checkbox"/> DIT <input type="checkbox"/> AAT		
File number: «CSE»	Rank & Name: «EMPADE»	
Service number: «SERV_N»	Unit:	
COS Date: «COS»	Posted to: «POSTTO»	
Authority (message): «DTGROUP»	Current Address: «PRADR7»	
Legal Spouse: «S_FNM» «S_LNM»	Distance – old to new place of duty:	
Anticipated vacate date of current residence:		
Approved HHT / DIT / AAT Dates (not including leave approved in conjunction with HHT/DIT/AAT):		
Travelling alone: <input type="checkbox"/> Accompanied by spouse: <input type="checkbox"/> and/or children: <input type="checkbox"/>		
Travel options (check which one applies): <input type="checkbox"/> Air <input type="checkbox"/> PMV <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Rental car		
Additional days (applies to HHT only): I will require _____ additional days as per the CFIRP Policy.		
I have been briefed on my IRP entitlements and I hereby apply for a(n) _____. If there are any changes to this application, I will ensure Brookfield Global Relocation Services (Brookfield GRS) is notified immediately. I am responsible for obtaining permission to live outside the geographical boundaries of the area I am posted to.		
Member Signature _____		Date _____
Section 2 – To be completed when spouse is traveling unaccompanied on HHT		
I, _____ am the legal spouse of _____.		
My spouse <input type="checkbox"/> has <input type="checkbox"/> has not had an unaccompanied HHT (copies of first HHT application and the claim are attached if applicable).		
Travel options (check which one applies): <input type="checkbox"/> Air <input type="checkbox"/> PMV <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Rental car		
Approved HHT Dates:		
I have been briefed on my IRP entitlements and hereby apply for an unaccompanied HHT. If there are any changes to this application, I will ensure Brookfield GRS is notified immediately.		
Spouse Signature _____		Date _____
Section 3 - To be completed by Brookfield GRS		
The above has received a consultation on _____ entitlements.		
Comments:		
Advisor Signature _____		Date _____
Section 4 - To be completed when TD travel is in conjunction with HHT / DIT / AAT		
Member will be on TD at HHT / DIT / AAT location for the period of _____ to _____.		
I hereby authorize TD Travel in conjunction with HHT / DIT / AAT.		
Commanding / Delegated Officer Signature _____		Date _____ Unit _____
NOTE: TD Message / Claim / Authorization must be provided by Member with this application to book travel.		
Section 5 - To be completed by approving authority if Section 3 has been completed		
I have reviewed Section 3 and hereby authorize _____ to conduct a(n) _____		
from _____ to _____.		
Commanding/Delegated Officer Signature _____		Date _____ Unit _____
To be completed when HHT/ DIT / AAT is outside Canada – Authority is required from the Gaining Support Unit prior to proceeding on HHT/DIT/AAT outside of Canada.		
Prior to obtaining approval/signature of the losing unit Commanding/Delegated Officer, attach either a copy of the message authorizing the _____ or the gaining unit approval/signature as per below.		
I have reviewed Section 3 and hereby approve the _____.		
Commanding / Delegated Officer Signature _____		Date _____ Gaining Unit _____



Application for Priority Shipment

Transferee Name: «EMPADE»
Service Number: «SERV_N»
COS Date: «COS»
Brookfield Global Relocation Services (Brookfield GRS) File #: «CSE»

I, «EMPADE» posted from «ORIGINLOC» to «DESTLOC»,
have acquired a permanent residence at «DSADR7», that is available on
«CLOSE_P» and request a priority shipment.

I understand that the only reason for this shipment is to allow me to set up housekeeping immediately at my new residence.

I understand that I am required to contact the Transportation Agent at my new unit upon arrival «p_location» to take immediate delivery of my Priority shipment and Household Goods and Effects.

I understand that my maximum Core entitlement for Air Priority Shipment is _____ lbs

AUTHORITY FOR ADDITIONAL PRIORITY AIR BOXES

I am requesting an additional _____ lbs priority weight for use in my overseas move.

I understand that this priority weight is at my own expense. DND will pay for priority weight shipped and Brookfield GRS will recover the cost of the non-entitled priority weight from my funding envelopes.

I understand and agree that Brookfield GRS will recover the cost directly from me, if I have no funding reserve.

I further understand that this additional priority weight must be shipped at the same time as my entitled weight to enable me to use the DND contracted rate.

If I wish to ship non-entitled priority weight at a different time then I must make all arrangements personally and pay for all costs incurred. In this case, the terms of the DND contract (i.e. contract rates, insurance coverage, transit time, etc.) will not apply. I understand that I am responsible to arrange and pay for the insurance coverage on the additional priority weight.

Signed by:

Transferee's Signature

Date

Authorized by:

«CON»

Date



1. TO - À		AN ORDER FOR THE MOVING OF F & E IS REQUESTED FOR: JE DEMANDE L'ÉMISSION D'UNE COMMANDE DE DÉMÉNAGEMENT DES MEUBLES ET EFFETS DE :			
2. PRI / SN - CIDP / NM «SERV N»		RANK - GRADE and/et NAME - NOM: «EMPADE»		POSTED FROM - MUTÉ DE «ORIGINLOC»	
3. POSTED TO - MUTÉ À «POSTTO»		AUTHORITIES - AUTORISATIONS			
		CBI : 209.84 DRAS :		RELEASE ITEM : NO DE LIBÉRATION :	
		POSTING: «DTGROUP» MUTATION :		EFFECTIVE DATE : «COS» DATE D'ENTRÉE EN VIGUEUR :	
FROM ADDRESS - DE (ADRESSE) XLTS / XELT <input type="checkbox"/> «PRADR8»		TO ADDRESS - À (ADRESSE) «DSADR8»		POMV AUTOMOBILE PARTICULIÈRE	
				YES - OUI NO - NON <input type="checkbox"/> <input type="checkbox"/>	
				YEAR ANNÉE	MAKE MODÈLE
				LICENCE NO. N° DE PLAQUE	
		SIT AUTHORIZED YES <input type="checkbox"/> NO <input type="checkbox"/> ET AUTORISÉ OUI NON			
5. TELEPHONE - TÉLÉPHONE		RESIDENCE AVAILABLE FOR INSPECTION L'INSPECTION DU DOMICILE POURRA SE FAIRE		NEW RESIDENCE AVAILABLE FOR DELIVERY NOUVEAU DOMICILE DISPONIBLE LA LIVRAISON	
OFFICE - BUREAU «EMPTTEL»		HOME - DOMICILE «EMPTTELHOME»		NOT AVAILABLE NON DISPONIBLE <input type="checkbox"/>	
		DATE :		DATE :	
6. DATE SERVICE REQUIRED (DSR) DATE A LAQUELLE LE SERVICE EST DEMANDE (DSD)		DATE SERVICE REQUIRED IS CONSIDERED THE LOAD DATE, PACKING WILL TAKE PLACE ON THE PREVIOUS DAY. MORE INFORMATION WILL BE GIVEN DURING THE PRE-MOVE SURVEY. DATE A LAQUELLE LE SERVICE EST DEMANDÉ EST LA DATE DU CHARGEMENT. L'EMBALLAGE PEUT COMMENCER LA JOURNÉE D'AVANT. PLUS AMPLE INFORMATION SERA DONNÉ LORS DE L'INSCRIPTION POUR L'ESTIMATION DES BEINS.			
7. EXPECTED DATE OF ARRIVAL AT DESTINATION DATE PRÉVUE D'ARRIVÉE À DESTINATION		MY CONTACT AT DESTINATION IS - À DESTINATION, COMMUNIQUER AVEC			
		NAME: NOM :		TELEPHONE: TÉLÉPHONE :	
				CELLULAR : CELLULAIRE :	
8. WEIGHT RESTRICTION: I HAVE BEEN ADVISED AND UNDERSTAND THAT IAW CBI, MY F&E ENTITLEMENT IS 20,000 lbs . AND SHOULD MY ENTITLEMENT BE EXCEEDED, I WILL BE LIABLE FOR ALL CHARGES IN EXCESS OF ENTITLEMENT. I HAVE BEEN FURTHER INFORMED THAT SHOULD THE WEIGHT OF MY F&E EXCEED ENTITLEMENT, I CAN USE CUSTOM FUNDS.		8. LIMITES DE POIDS. J'AI ÉTÉ AVISÉ ET COMPRENDS QUE, CONFORMÉMENT À DRAS, LE POIDS DE M ET E QUI M'EST ALLOUÉ EST 20,000 lbs ET JE SERAI RESPONSABLE DES COÛTS DE TOUS EXCÉDENTS. J'AI ÉTÉ AUSSI AVISÉ QUE SI LE POIDS DE MES M ET E A EXCÉDÉ LA LIMITE PRESCRITE CI- HAUT, JE PEUX UTILISER L'ENVELOPPE DE FONDS SUR MESURE.			
9. CERTIFICATE OF MEMBER BEING MOVED GENERAL A. I have been advised of my moving entitlements. B. I certify that the furniture and effects (F & E) to be moved are my property and that of my dependants. C. I understand that if my F & E are placed in storage in transit (SIT) I must contact my new unit, and not the carrier, for delivery. D. I understand I must report in person or by telephone to my new unit and to the base traffic office as soon as I arrive at my destination. Failure to do so may result in my being responsible for unnecessary costs incurred. F&E Section telephone no.:		9. DÉCLARATION DU MILITAIRE QUI DÉMÉNAGE GÉNÉRALITÉS A. J'ai été mis au courant de mes droits en matière de déménagement. B. Je déclare que les meubles et effets (M et E) à déménager sont ma propriété et celle de mes personnes à charge. C. Il est entendu que si les M et E sont placés en entreposage temporaire (ET), je devrai communiquer avec ma nouvelle unité et non avec le déménageur pour les faire livrer. D. Il est entendu que je devrai communiquer personnellement ou par téléphone avec ma nouvelle unité de même qu'avec le bureau des mouvements de la base dès mon arrivée à destination, à défaut de quoi, je pourrai être tenu responsable des frais occasionnés inutilement. N° téléphone section des M et E:			
E. I hereby authorize DND to inspect my F & E when required during transit.		E. J'autorise par les présentes le MDN à faire, au besoin, l'inspection de mes M et E en cours de route.			
HYPOTHETICAL MOVES		DEMENAGEMENT HYPOTHETIQUE			
F. I understand that any additional cost(s) incurred by the move of my HG&E will be recovered by D TN.		F. Il est entendu que toutes charges supplémentaire encourue par le mouvement de mes M et E seront recouvert par D TN.			
MOVES ON RELEASE		DÉMÉNAGEMENT À LA LIBÉRATION			
G. I understand that when DND is paying destination SIT charges, I must contact the base traffic office and not the carrier, for delivery of my F & E.		G. Il est entendu que si le MDN acquitte les frais d'ET à destination je devrai communiquer avec le bureau des mouvements de la base et non avec le transporteur pour faire livrer mes M et E.			
H. I understand that if I move to a place other than my elected intended place of residence (IPR) without authorization, that I will disentitle myself from movement of my F&E at public expense.		H. Il est entendu que si je fais un nouveau choix de domicile projeté (DP) sans autorisation, je renonce au droit de faire déménager mes M et E aux frais de l'État.			

INSURANCE

I. Replacement Cost Protection:

I understand that my household goods are covered for physical loss or damage at the expense of the Government of Canada to the maximum governed by the Household Goods Removal Service contract as explained in the Contractor's pre-move information package. The coverage shall extend from origin to destination including Storage (SIT) up to 120 days, if authorized. Additional coverage over the full value protection is available for purchase from the Contractor.

J. I understand that in the event of any loss or damage to my household goods while in transit, I must initiate claim action with the Contractor within time limits specified in the Contractor's pre-move information package.

K. I agree that, liability respecting loss or damage to my F & E shall be between myself and the insurance company and that, the Crown shall not be joined or included in any action respecting any such loss or damage and that the Crown does not assume any liability for such loss or damage.

IMPORTANT: I shall keep in my possession and retain all documentation pertaining to my move such as bill of lading, inventory listing, pre-move package, etc.

ASSURANCE

I. Protection au coût de remplacement :

Il est entendu que mes meubles et effets sont assurés pour dommage et pertes de matériels aux frais du Gouvernement du Canada pour une valeur maximale selon les normes du contrat des Services de gestion du transport pour le déménagement d'articles de ménage tel qu'expliqué dans la trousse d'information préalable au déménagement de l'entrepreneur. La protection doit être en vigueur à partir du point d'origine jusqu'à destination incluant l'entreposage (ECR) jusqu'à 120 jours, si autorisé. L'expéditeur pourra obtenir auprès de l'entrepreneur une protection supplémentaire supérieure à la protection maximale.

J. Advenant le cas où mes M et E seraient endommagés ou perdus durant le transport, il est entendu que je devrai moi-même soumettre une réclamation à l'entrepreneur dans les délais prévus dans la trousse d'information préalable au déménagement de l'entrepreneur.

K. Advenant le cas où mes M et E seraient endommagés ou perdus, il est entendu et convenu que la responsabilité devra être établie entre moi-même et la compagnie d'assurance et que la Couronne ne sera pas partie à aucune poursuite que je pourrais tenter relativement à tout dommage ou perte et que la Couronne n'acceptera aucune responsabilité à leur égard.

IMPORTANT : Je vais m'assurer d'avoir en main et de conserver tous documents se rapportant à mon déménagement tel que connaissance, liste d'inventaire, la trousse d'information préalable au déménagement de l'entrepreneur, etc.

I have read and understand the provisions of this certificate.
J'ai lu et je comprends les dispositions que renferme la présente déclaration.

SIGNATURE

10. APPROVAL OFFICER'S SIGNATURE - SIGNATURE DE L'OFFICIER QUI AUTORISE LA DEMANDE
 «CON»

APPOINTMENT -
 POSTE
**Brookfield Global
 Relocation Services
 Advisor**

DATE
 «DT»

TELEPHONE -
 TÉLÉPHONE
 «C_TEL»

FINANCIAL CODING BLOCK - CODAGE FINANCIER

ORDER ORDRE	COST CENTRE (CC) CENTRE DE COÛT (CC)	FUND FONDS	GENERAL LEDGER (GL) COMPTE GÉNÉRAL (CG)	SPECIAL CODING - CODES SPÉCIAUX			
				PROJ / GRC PROJ / CRG	SUB SR	PH PHASE	CAC CODE D'IMM.
«MOVENUM»	«COSTCTR»	«FUND»					

APPLICATION TO STORE FURNITURE AND EFFECTS
DEMANDE D'ENTREPOSAGE DE MEUBLES ET EFFETS

1. TO - À		AN ORDER FOR THE STORAGE OF F & E IS REQUESTED FOR: JE DEMANDE L'ÉMISSION D'UNE COMMANDE D'ENTREPOSAGE DES M & E DE :	
2. PRI / SN - CIDP / NM «SERV_N»	RANK / GRADE and/et NAME - NOM «EMPADE»		POSTED FROM - MUTÉ DE «ORIGINLOC»
3. POSTED TO - MUTÉ À «POSTTO»		AUTHORITIES - AUTORISATIONS	
		POSTING - MUTATION «DTGROUP»	
		CBI - DRAS 209.84	EFFECTIVE DATE «COS» EN VIGUEUR LE
4. FROM (ADDRESS) - DE (ADRESSE) «PRADR8»		TELEPHONE - TÉLÉPHONE	
		HOME - DOMICILE	«EMPTELHOME»
		OFFICE - BUREAU	«EMPTEL»
TYPE OF DWELLING - GENRE D'HABITATION		CELLULAR - CELLULAIRE	
		RESIDENCE AVAILABLE FOR INSPECTION LE DOMICILE PEUT ÊTRE INSPECTÉ LE	
		DATE	
5. DATE SERVICE REQUIRED (DSR) DATE À LAQUELLE LE SERVICE EST DEMANDÉE (DSD)		Date Service Required is considered the load date, packing will take place on the previous day. More information will be given during the pre-move survey. Date à laquelle le service est demandé est la date du chargement. Emballage peut commencer la journée d'avant. Plus ample information sera donné lors de l'inscription pour l'estimation des biens.	
6. GAINING UNIT ADDRESS AND TELEPHONE NUMBER - ADRESSE ET NUMÉRO DE TÉLÉPHONE DE L'UNITÉ BÉNÉFICIAIRE			
7. ADDRESS - ADRESSE		TELEPHONE - TÉLÉPHONE	
WEIGHT RESTRICTION: I have been advised and understand that IAW CBI, my F & E entitlement is the total weight of F & E shipped to my new location at public expense and the weight of F & E placed in Long Term Storage not exceed 20,000 lbs. I will be liable for all charges in excess of entitlement and should the weight of my F & E exceed entitlement, it may be possible to use funding from custom funds.		LIMITES DE POIDS : J'ai été avisé et comprends que, conformément aux DRAS, le poids de M & E qui m'est alloué est le total des poids de M et E expédiés à ma nouvelle unité et le poids de M et E placés en entreposage à long terme ne doit excéder 20 000 lbs. Je serai responsable des coûts de tous excédents. J'ai été aussi avisé que si le poids de mes M et E a excédé la limite prescrite ci-haut, je peux utiliser l'enveloppe de fonds sur mesure.	
8. CERTIFICATE OF MEMBER BEING MOVED		8. DÉCLARATION DU MILITAIRE QUI DÉMÉNAGE	
<u>GENERAL</u>		<u>GÉNÉRALITÉS</u>	
A. I have been advised of my entitlements to store furniture and effects (F & E).		A. J'ai été mis au courant de mes droits en matière d'entreposage de mes M et E.	
B. I certify that the F & E to be stored is my property and that of my dependants.		B. Je déclare que les M et E à entreposer sont ma propriété et celle de mes personnes à charge.	
C. I authorize DND to inspect my F & E when required during transit or Storage.		C. J'autorise le MDN à faire, au besoin, l'inspection de mes M et E en Cours de route ou durant l'entreposage.	
<u>INSURANCE</u>		<u>ASSURANCE</u>	
D. Replacement Cost Protection: I understand that my household goods are covered for physical loss or damage at the expense of the Government of Canada to the maximum governed by the Household Goods Removal Service contract as explained in the Contractor's pre-move information package. The coverage shall apply while in transit and for the period of authorized long term storage. Additional coverage over the full value is available for purchase from the Contractor.		D. Protection au coût de remplacement : Il est entendu que mes meubles et effets Sont assurés pour dommages et pertes de matériels aux frais du Gouvernement du Canada pour une valeur maximale selon les normes du contrat des Services de gestion du transport pour le déménagement d'articles de ménage tel qu'expliqué dans la trousse d'information préalable au déménagement de l'entrepreneur. La protection doit être en vigueur durant le transit et pour la période autorisée d'entreposage à long terme. L'expéditeur pourra obtenir auprès de l'entrepreneur une protection supplémentaire supérieure à la protection maximale.	
E. I understand that in the event of any loss or damage to my household goods while in transit, I must initiate claim action with the Contractor within time limits specified in the Contractor's pre-move information package.		E. Advenant le cas où mes M et E seraient endommagés ou perdus durant le transport, il est entendu que je devrai moi-même soumettre une réclamation à l'entrepreneur dans les délais prévus dans la trousse d'information préalable au déménagement de l'entrepreneur.	
F. I agree that, liability respecting loss or damage to my F and E while in transit and storage shall be between myself and the insurance company and that, the Crown shall not be joined or included in any action respecting any such loss or damage and that the Crown does not assume any liability for such loss or damage.		F. Advenant le cas où mes M et E seraient endommagés ou perdus, il est entendu et convenu que la responsabilité devra être établie entre moi-même et la compagnie d'assurance et que la Couronne ne sera partie à aucune poursuite que je pourrais intenter relativement à tout dommage ou perte et que la Couronne n'acceptera aucune responsabilité à leur égard.	
<u>HYPOTHETICAL MOVE</u>		<u>DEMENAGEMENT HYPOTHETIQUE</u>	
G. I understand that any additional cost incurred by the move of my HG&E will be recovered by D TN.		G. Il est entendue que toutes charges supplémentaire encourue par le mouvement de mes M et E seront recouvert par D TN.	
IMPORTANT: I shall keep in my possession and retain all documentation pertaining to my move such as Bill of Lading, Inventory Listing, Pre-Move Package, etc.		IMPORTANT : Je vais m'assurer d'avoir en main et de conserver tous documents se rapportant à mon déménagement tel que connaissance, liste d'inventaire, la trousse d'information préalable au déménagement de l'entrepreneur, etc.	

I HAVE READ AND UNDERSTAND THE PROVISION OF THIS CERTIFICATE. J'AI LU ET JE COMPRENDS LES DISPOSITIONS QUE RENFERME LA PRÉSENTE DÉCLARATION.		SIGNATURE
---	--	-----------

9. APPROVING OFFICER'S SIGNATURE SIGNATURE DE L'OFFICIER QUI AUTORISE LA DEMANDE «CON»	APPOINTMENT - POSTE Brookfield Global Relocation Services Advisor	DATE «DT»	TELEPHONE TÉLÉPHONE «C_TEL»
--	---	--------------	-----------------------------------

FINANCIAL CODING BLOCK - CODAGE FINANCIER							
ORDER ORDRE	COST CENTRE (CC) CENTRE DE COÛT (CC)	FUND FONDS	GENERAL LEDGER (GL) COMPTE GÉNÉRAL (CG)	SPECIAL CODING - CODES SPÉCIAUX			
				PROJ / GRC PROJ / CRG	SUB SR	PH PHASE	CAC CODE D'IMM.
«MOVENUM»	«COSTCTR»	«FUND»					

- DISTRIBUTION
- 1 TRANSPORTATION AGENT - AGENT DU TRANSPORT
 - 2 MEMBER - LE MILITAIRE
 - 3 UNIT PERSONAL FILE - LES DOSSIERS DU PERSONNEL DE L'UNITÉ CF 484 (03-04)

Election not to Sell Principal Residence

Name: «EMPADE»
Employee/Regiment Number: «SERV_N»
PID/Transfer Date: «COS»
Brookfield Global Relocation Services File Number: «CSE»

This is to confirm my election not to sell my principal residence located at: «PRADR7».

I understand that under the provisions of the Integrated Relocation Program, by electing not to sell my principal residence, I will receive a credit equivalent to 80% of the real estate commission otherwise payable (taxes excluded) at pre-negotiated Corporate rates, calculated on the appraised value. This credit, capped at \$12,000, will be transferred immediately into my Personalized Funding Envelope.

Dated at _____ this day of _____

Signature

Mortgage Interest Buy Down Information Request

Loan Manager/Consultant			
Lending Institution			
Fax Number		Phone Number	
Brookfield Global Relocation Services (Brookfield GRS) File #	«CSE»		
Transferee	«EMPADE»		
Spouse's Name	«S_FNM» «S_LNM»		

- ◆ Transferee must qualify for the full mortgage at the original interest rate before any buy-down is applied and the term cannot exceed 5 years. A Transferee cannot buy-down their interest rate below the Canada Revenue Agency (CRA) prescribed rate. The prescribed rate is the interest rate used to calculate taxable benefits for employees and shareholders from interest-free or low-interest loans. It is adjusted quarterly by CRA and is posted at the following Internet address: http://www.cra-arc.gc.ca/tax/faq/interest_rates/menu-e.html
- ◆ Funds will be paid directly to the Lawyer/Notary representing the Transferee, or under certain conditions, to the lending institution.

If the transferee wishes to proceed with an interest rate buy-down and the above conditions are met, please complete the following information and return it via fax to the undersigned or provide the completed document to the Transferee. We will require this information a minimum of 10 business days prior to closing to ensure the successful transfer of funds by the Transferee's Lawyer/Notary.

Mortgagor (s)	
Mortgage Amount	\$
Term Of Mortgage	
Mortgage Interest Rate Without Buy-Down	%
Mortgage Interest Rate With Buy-Down	%
Amount Required To Buy Down The Mortgage	\$

On behalf of the financial institution, I hereby confirm that the Mortgage Interest Buy Down funds provided under the Integrated Relocation Program will be applied to buy down the Interest Rate for the Mortgagors noted above, not to exceed the Prescribed Rate. These funds will not be used as a lump sum payment against the principal of the Mortgage.

Signature of Loans Manager/Consultant

Date

Transferee's Signature

Date

Brookfield GRS Advisor	«CON»	Phone Number	«C TEL»
Brookfield GRS Office	«OFFICE2»	Fax Number	«C FAX»

If the funds (or part thereof) are not used for the purpose intended, they must be returned to Brookfield GRS.

Rental Search Assistance Request and Report

To: _____ Fax Number: _____
Name of Rental Search Agent ** No substitute agent can be assigned without the Transferee's approval

IMPORTANT:

[**Rental Search Agent:** This request confirms the Transferee's request for your services. Please contact the transferee within 24 hours to confirm details.

[Upon completion of service, complete Section 2 and forward this form and your invoice on-line via your Supplier Secure Website, or email to supportcentre@royalpage2.com or fax to 902-481-3430.

Section 1

Rental Search Assistance Request

Date: «DT»

Brookfield Global Relocation Services (Brookfield GRS) File Number: «CSE»

Transferee's Full Name: «EMPADE»

Spouse's Name (if applicable): «S_FNM» «S_LNM»

Transferee's Address: «PRADR7»

Telephone: Home: «EMPTELHOME»

Cell Phone: «EMPCCELL»

Work: «EMPTTEL»

Email Address: «E_MAIL»

Origin Location: «ORIGINLOC»

Destination Location: «DESTLOC»

HHT Dates: _____ Occupancy Date Required: _____

Date Rental Services Required: _____

Brookfield GRS Advisor: «CON»

Email address: «C_EMAIL»

I am aware that I am free to engage my choice of any Third Party Service Provider as a Rental Search Assistance Agent, regardless of whether or not they have agreed to participate in the IRP, providing they meet the definition of "arm's length" as per my employer's policy document. Should I choose a non-participating supplier, I understand reimbursement will be limited to the applicable pre-negotiated rate.

I understand that if I subsequently cancel these services without notifying the Rental Search Assistance Agent at least 7 days prior to the "Date Rental Service Required" noted above, I shall be personally responsible for any fees charged by the Rental Agency.

TRANSFEEE SIGNATURE: _____ **DATE:** _____



Rental Search Assistance Request and Report

Housing Criteria Preference

Style (select one): Apt Townhouse Single Family

Number of Bedrooms: _____

Location Preference (select one): Central North East West South

Expected Monthly Rental Cost: \$ _____

Pet Owner Yes No

Notification of Housing Criteria Change

I acknowledge/certify that I have requested an additional rental search due to a housing criteria change explained below.

Transferee signature: _____

Explanation (complete by Rental Search Agent): _____

Section 2 – Rental Search Report to be completed by Rental Search Agent

New Address in Full: _____

Occupancy Date: _____ Rent in Advance: \$ _____ Monthly Rent \$ _____
Search Successful: Yes No File Opened: _____ File Closed: _____
D/M/Y D/M/Y

Rental found by your company or the Transferee? _____

If unsuccessful, please provide details: _____

Completed by: _____ Telephone: () _____
Rental Search Agent name

Signature: _____

Name of Firm: _____

Address: _____
Street City Province Postal Code

NOTE: In the event the above-noted Transferee fails to appear for service on the pre-arranged date and does not provide appropriate cancellation notice, any resulting fees must be charged directly to the Transferee. Brookfield GRS is not authorized or responsible to pay such cancellation fees on behalf of the Transferee.

International Private Motor Vehicle (PMV) Shipment

PART I – PERSONAL PARTICULARS

- 1. Rank & Name: «EMPADE»
- 2. Current Unit: «ORIGINLOC»
- 3. New Unit: «DESTLOC»
- 4. Home Telephone: «EMPTLHOME» Work Telephone: «EMPTL»
- 5. COS Date: Posting Authority:
- «COS» «DTGROUP»
- 6. Complete Financial Coding & Contract:
- «MOVENUM» «COSTCTR» «FUND»

PART II – VEHICLE DESCRIPTION AND SHIPPING INFORMATION (complete description required)

- 7(A). Year: 7(B). Make: 7(C). Model:
- 7(D). Color: 7(E). # of doors: 7(F). # of cylinders:
- 8. Chassis serial#:
- 9. Vehicle Value:
- 10. License # & Province or Country:
- 11. Dimensions & Gross Weight (Metric):
- | | | | |
|--------|-------|--------|--------------|
| | | | |
| Height | Width | Length | Weight in kg |
- 12. Shipment to be made at:
- Public Exp _____ Member’s Exp _____
- 13. Date Vehicle Available for Shipment: 14. Move From:
- 15. Move to: 16. Expected date of Arrival of Member:
- 17. Destination Address(if known): «DSADR7»

Member has been advised to contact Base Traffic for PMV shipment authorization & arrangements.

Advisor’s name: «CON» Advisor’s Email: «C_EMAIL»

Advisor’s Phone Number: «C_TEL» Advisor’s Fax: «C_FAX»

Advisor’s Signature: _____ Date: _____

PART III – CERTIFICATE OF MEMBER

- 1. I hereby make application for the movement of the above described vehicle which is personally owned by:
(insert name of owner and relationship to member)
and I acknowledge that:
 - a. The contract or contracts for the movement of the vehicle is to be between the carriers and me; and
 - b. DND, the Canadian Forces, act only as guarantor for payment of the charges when the shipment is made at public expense, and assume no liability or responsibility for loss, damage or accident to the vehicle or its contents.
 - 2. I have been advised of my moving entitlements and have received a copy of the Terms and Conditions for Movement of Privately Owned Vehicles.
 - 3. I have I have not previously moved a PMV on my current posting at public expenses.
 - 4. I am familiar with all the Canada Customs regulations pertaining to vehicle ownership and with the vehicle requirements of the Canada Motor Vehicle Safety Act.
 - 5. Ministerial approval (if applicable) reference message/letter:
 CDS approval (if applicable) reference message/letter:
- Member’s Signature: _____ Date: _____
- Member’s Origin Fax Number: «EMPFAX»

PART IV – CONFIRMATION OF SHIPPING/DETAILS

TA’s Signature: _____ Date: _____

Note: Enlarged copy of vehicle registration, a copy of passport and a copy of posting message is required for shipment.



Accountable Advance Request

Brookfield Global Relocation Services (Brookfield GRS) File Number: «CSE»

Transferee's Name: «EMPADE»

Transferee's Phone Number: «EMPTEL»

Funds Requested: In Person By Email By Phone

Date Funds Required By: _____

NOTE: Funds may be advanced upon request; however HHT / TNL cannot be advanced earlier than 21 days prior.

I, _____ request an Accountable Advance for the following
(Transferee's name – please print)

Relocation Expenses:

Upon submission of this request, I understand and agree to provide receipts for legitimate relocation benefits to Brookfield GRS within 30 days of incurring the expense.

In addition, I agree to repay Brookfield GRS any outstanding relocation advances upon completion of my relocation.

Signature: _____

Date: _____

Graham, Don

From: Singh, Ram
Sent: November 2, 2009 1:36 PM
To: Zovatto, Claudia
Subject: Re: Employee requested relocations

I know that is y I sent the report and I will continue to have a report on this file R

----- Original Message -----

From: Zovatto, Claudia
To: Singh, Ram; Danagher, Dan
Cc: 'kahler.ec@forces.gc.ca' <kahler.ec@forces.gc.ca>
Sent: Mon Nov 02 13:28:29 2009
Subject: RE: Employee requested relocations

Ram,
 This was discussed at the DG committee with a decision that the Working Group would monitor this and other similar cases with a view of the Working Group providing a recommendation back to the DG committee should the view be that this needed to be addressed.

Claudia Zovatto
 Senior Director | Directeur principal
 Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour Relations | Rémunération et relations de travail Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: November 2, 2009 1:26 PM
To: Zovatto, Claudia; Danagher, Dan
Cc: 'kahler.ec@forces.gc.ca'; Singh, Ram
Subject: Re: Employee requested relocations

D Singh
 IRP Program authority TBS

Since 1 April 2009, Departments have authorized 123 employee-requested files under the 5K program. Prior to this date, the benefits were not under the 5K program.

Singh, Ram

From: Zovatto, Claudia
Sent: November 5, 2009 12:50 PM
To: Singh, Ram
Subject: RE: New IRP Contract BOP Analysis

No Ram – no decision has been made. The email provides options without a recommendation – you are rushing to the conclusion that PW and the TA took a decision when they have not.

I take it though that the Committee discussed but did not agree – what is your opinion of which option would be preferable.

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: November 5, 2009 12:47 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: New IRP Contract BOP Analysis
Importance: High

Claudia I told you, I spoke to you on this – we have been discussing this and Tamara did a “mock-up” to explain what she thought it meant and we did not agree so I was surprised to read Erik’s comment that we agreed. As far as I know no one concluded the discussion but like everything else this was taken away from the committee and the TA and the CA made the decision – an interesting way to decide on a funding issue that affects the federal government.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: November 5, 2009 12:39 PM

To: Singh, Ram
Subject: RE: New IRP Contract BOP Analysis

Ram,

The email talks about paying as per the provisions in the current contract. The current contract did not deal with or anticipate what to do at the end, so while it specifies that no payment is made for CF prior to 60 day (45 for RCMP and GoC), it doesn't say what happens to newly opened files at the end of the contract. As it stands, that means no payment for newly opened files because there is no authority to make a payment.

Similarly, the new contract has a specific provision for the transition of files to a new supplier but silent on the incumbent winning. The TA is not taking a decision and has been copied on the email by PWGSC who is asking the question of the DG committee.

As all the members of the working group were copied, I had hoped that you had a discussion on this prior to this being sent to the DGs. This is why I am asking if you had a discussion and if so what were the views expressed by the table.

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur
613-952-3002
Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: November 5, 2009 11:47 AM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: New IRP Contract BOP Analysis
Importance: High

Actually I am surprised to hear that we agreed to refuse paying any fees for GOC/RCMP files that are 30 days or less in the system – I do not know when anyone agreed to that maybe it is the TA making the decision for all clients which I fail to understand how he can exercise such a decision on behalf of GOC clients!

This as I explained previously has been a bone of contention and rightly so because we are (now it seems we were) of the opinion that if a file is activated under the existing contract that is where the Crown's liability lies – our files (GOC/RCMP) are paid in 3rds (1/3 cycles commencing with first third being due with the first invoice).

The language of the contract is clear to me that fees are per file activation with the new contract and I hate to say this and I shudder to read in the press's headlines – Federal Government in Court with its Relocation service Provider.....

Personally I see issues surfacing before we even start working under this contract.

D. Ram Singh
Program Authority Integrated Relocation Programs|Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Zovatto, Claudia
Sent: November 5, 2009 9:56 AM
To: Singh, Ram
Subject: RE: New IRP Contract BOP Analysis

Ram,
What kind of discussion has the working group had on this issue? Any consensus?

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur 613-952-3002
Government of Canada | Gouvernement du Canada

From: Dan.Danagher@tbs-sct.gc.ca [mailto:Dan.Danagher@tbs-sct.gc.ca]
Sent: Thursday, November 05, 2009 9:13 AM
To: Stephane Chevrier; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Tamara Chamberlain; Jack Curran; Scott Leslie; Jérôme Thauvette
Subject: RE: New IRP Contract BOP Analysis

Stephane – we'll give you a response by COB tomorrow. The extension is appreciated.

Dan Danagher
Director General, Equitable Compensation | Directeur général, Rémunération équitable
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter | Télécopieur 613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Stephane Chevrier [mailto:Stephane.Chevrier@tpsgc-pwgsc.gc.ca]

2010-11-23

001013

Sent: November 4, 2009 3:48 PM

To: Danagher, Dan; Zovatto, Claudia; francine.deleseleuc@rcmp-grc.gc.ca

Cc: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; Tamara Chamberlain; Jack Curran; Scott Leslie; Jérôme Thauvette

Subject: New IRP Contract BOP Analysis

Importance: High

Hello Dan, Claudia and Francine,

Seeing as Tamara is out of the office this week I wanted to follow-up on her email from last Wednesday regarding the Basis of Payment analysis under the new IRP contract.

With the Service Effective Date of December 1st under the new contract fast approaching, we would like to meet with Brookfield GRS within the next 10 days to come to an agreement on the Basis of Payment. Brookfield GRS have expressed concerns with the Basis of Payment as presented in the RFP because it doesn't recognize on-going files (files transferred from the old contract to the new contract) aged less than 45 days. Surprisingly, they didn't raise concerns during the RFP question period.

Tamara's email below provides a detailed spreadsheet which provides analysis of the total estimated cost for the completion of on-going relocation files expected to be transferred under the new IRP contract.

Your comments were requested by COB on 2 November and I would truly appreciate your prompt attention to this matter.

Please provide us with your comments by **COB Friday, November 6th**.

Regards,
Stephane

—
Stéphane Chevrier

Special Projects Initiatives Directorate
Services and Technology Acquisitions
Management Sector (STAMS)
Public Works and Government Services Canada
Phase III - 12C-1 Place du Portage
11 Laurier, Gatineau, Québec K1A 0S5

819-934-0961
stephane.chevrier@pwgsc.gc.ca

From: Tamara Chamberlain

Sent: Wednesday, October 28, 2009 8:09 AM

To: Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca

Cc: Jack Curran; Scott Leslie; Jérôme Thauvette; 'ERIC.KAHLER@forces.gc.ca'; Stephane Chevrier; 'todd.lamb@rcmp-grc.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'

Subject: FW: New Contract BOP Analysis

Good morning

2010-11-23

001014

Please find attached an analysis of the total estimated cost for the completion on-going relocation files that are expected to be transferred to the new IRP contract. It is recommended that any additional meeting required to further discuss be held the week of November 2 as there is only a little over 1 month until the new contract takes effect. Alternatively, it is requested that your comments be provided no later than COB on 2 November.

<<BOP Scenarios_V2c2.xls>>

Within the attached spreadsheet, the summary page provides an overview of the estimated costs based on approximately 20,000 on-going files (as stated in the RFP) that are expected to be transferred from the existing IRP contracts for completion under the new IRP contract. Each identified scenario has its own detailed spreadsheet to present the calculations leading to the "Transferred File Cost (TFC)" amount. A brief explanation of each scenario is provided below to assist in your review of the estimated values.

1. New Supplier Cost, based on BOP as published in the IRP RFP:

- This scenario reflects the total cost to complete the files if a new supplier had won the Contract.
- This is for comparison purposes and assumes an Administration Fee equal to Brookfield's All-Inclusive Administration Fee under the new contract.

2. Current Basis of Payment, as published in the IRP RFP:

- This scenario reflects the total cost, payable to Brookfield, for the completion of on-going files transferred from the existing contracts to the new contract.
- This scenario omits on-going CF files aged less than 60 days (approximately 1600 files), and therefore does not include a provision to pay the Contractor for work completed on these files. Further, these on-going files are not eligible for payment under the current CF contract until they are 60 days old.
- This scenario omits on-going RCMP & GC files aged less than 45 days (approximately 400 files) and therefore does not include a provision to pay the Contractor for work completed on these files. These on-going files are eligible for payment under the current RCMP/GC contract once 30 days old.
- This scenario includes an unintended requirement for RCMP & GC users to pay \$368.07 more the current RCMP/GC Administration Fee for on-going files (aged more than 45 days but less than 180 days) transferred for completion under the new contract.

3. PWGSC BOP Revision:

This proposed scenario includes a correction for the:

- Inadvertent omission of approximately 1600 on-going CF files aged less than 60 days and thereby including a provision to pay the Contractor for these files.
- Inadvertent omission of approximately 400 on-going RCMP & GC files aged less than 45 days thereby including a provision to pay the Contractor for these files.
- Unintended requirement for RCMP & GC users to pay \$368.07 more the current RCMP/GC Administration Fee for on-going files (aged more than 45 days but less than 180 days).
- Should a revision of this nature be pursued, it is PWGSC's recommendation that additional services related to the existing scope of work also be sought.

4. Brookfield Proposed BOP revision:

- Brookfield's proposal applies the current contracts' Administration Fees to on-going files transferred

to the new contract for completion as follows:

- CF files > 60 days old but < 1 year: 67% of today's Admin Fee
 - RCMP/GC files 31 to 180 days: 33% of today's Admin Fee
-
- o This proposal includes a proposed correction for the unintended omission in the current BOP equal to that proposed by PWGSC above.
 - o In preparing its Financial Proposal, Brookfield had 55 days to consider the BOP structure and bid accordingly.
 - o There was ample opportunity to submit questions or recommendations to modify/improve the structure. No questions or suggestions were submitted.
 - o Brookfield made a business decision to accept the fee structure and propose the Administration Fees as set out in the contract when submitted it's Financial Proposal.
 - o The current contracts state under SOW paragraph 7.8.1.5 Payment of Outstanding Files that should the new contract be awarded to the incumbent, "... they are not entitled to payment of a Transfer fee, but will complete the balance of the outstanding files in accordance with the terms and conditions of the new contract."
 - o PWGSC does not recommend the proposed revision as it adds significant cost to Canada (approximately \$3.9M from the BOP published in the RFP), does not offer any additional level of service, and could be perceived to favour the incumbent.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

Graham, Don

From: Singh, Ram
Sent: November 5, 2009 1:09 PM
To: Zovatto, Claudia
Subject: FW: New Contract BOP Analysis

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: November 5, 2009 9:03 AM
To: Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Cc: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca;
DANIEL.TUPLING@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Singh, Ram
Subject: RE: New Contract BOP Analysis

WRT the BOP, the TA's original position was that all files initiated under the old contract be paid 100% of the old Admin Fee. As explained by the CA, this is not feasible, and therefore we accept the PW proposal as put forward with one exception. From the RCMP/GOC perspective it is recommended that files less than 30 days old not be paid any of the old Admin Fee at all and that Brookfield instead receive 100% of the new Admin Fee. In addition we think it prudent that the actual file numbers be known before any agreement is struck with Brookfield.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
Chief of Military Personnel | Chef du personnel militaire
National Defence | Défense nationale
Ottawa, Canada, K1A 0K2
eric.kahler@forces.gc.ca
Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
Teletypewriter (National Defence) | Téléimprimeur (Défense nationale) 1-800-467-9877
Government of Canada | Gouvernement du Canada

From: Stephane Chevrier [mailto:Stephane.Chevrier@tpsgc-pwgsc.gc.ca]
Sent: Thursday, 5, November, 2009 08:01 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Cc: Tamara Chamberlain

Subject: New Contract BOP Analysis

Good Morning Eric,

I left you a voice mail on this subject earlier this morning and wanted to follow up via email as well. Below is the response we received from Mariette Fyfe-Fortin regarding the BOP analysis Tamara had sent out on October 28th. If possible, can you confirm that Mariette's view represents the views of Celine Bedard and Lynne Mckenna-Fleming as well? I ask the question because we didn't hear back from Celine and Lynn directly on the matter and wouldn't want to follow-up if the opinion provided by Mariette represents the views of the CF.

P.S. I thought the arrival of Phil Kessel was going to cure all of the Leafs ills...I guess we'll have to take a wait and see approach on that one.

Have a good day!

Stephane

--

Stéphane Chevrier

Special Projects Initiatives Directorate
Services and Technology Acquisitions
Management Sector (STAMS)
Public Works and Government Services Canada
Phase III - 12C-1 Place du Portage
11 Laurier, Gatineau, Québec K1A 0S5

819-934-0961

stephane.chevrier@pwgsc.gc.ca

From: Tamara Chamberlain
Sent: Monday, November 02, 2009 8:45 AM
To: Stephane Chevrier
Subject: FW: New Contract BOP Analysis

FYI

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: MARIETTE.FYFE-FORTIN@forces.gc.ca [mailto:MARIETTE.FYFE-FORTIN@forces.gc.ca]
Sent: Friday, October 30, 2009 4:23 PM

2011-01-25

001018

To: Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca;
LYNNE.MCKENNA-FLEMING@forces.gc.ca
Cc: Tamara Chamberlain; MICHEL.BRISEBOIS@forces.gc.ca; CELINE.BEDARD@forces.gc.ca
Subject: TR: New Contract BOP Analysis

Bonjour,

my recommendation, along with the one of my staff as already provided to Cdr Kahler, is that the current BOP should be maintained.

I would be pleased to discuss at a meeting of the DG Committee as required.

Regards.

Mariette Fyfe-Fortin

*Director General Procurement Services / Directeur Général Services d'acquisition
Materiel Group / Groupe des matériels
National Defence / Défense nationale
613-996-8935*

De : Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull
Envoyé : mercredi, 28, octobre, 2009 08:33 AM
À : Fyfe-Fortin M@ADM(Mat) DG Proc Svcs@Ottawa-Hull
Cc : Larsen WS@ADM(Mat) DG Proc Svcs@Ottawa-Hull; Purves JA@ADM(Mat) DG Proc Svcs@Ottawa-Hull
Objet : TR: New Contract BOP Analysis

Mariette,
For your info. Seems you were not included in the To: list.

Céline

De : Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Envoyé : mercredi, 28, octobre, 2009 08:09 AM
À : Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; Bedard C@ADM(Mat) D Maj Proc@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull
Cc : Jack Curran; Scott Leslie; Jérôme Thauvette; Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Stephane Chevrier; todd.lamb@rcmp-grc.gc.ca; Ram.Singh@tbs-sct.gc.ca; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull
Objet : FW: New Contract BOP Analysis

Good morning

Please find attached an analysis of the total estimated cost for the completion on-going relocation files that are expected to be transferred to the new IRP contract. It is recommended that any additional meeting required to further discuss be held the week of November 2 as there is only a little over 1 month until the new contract takes effect. Alternatively, it is requested that your comments be provided no later than COB on 2 November.

<<BOP Scenarios_V2c2.xls>>

Within the attached spreadsheet, the summary page provides an overview of the estimated costs based on

approximately 20,000 on-going files (as stated in the RFP) that are expected to be transferred from the existing IRP contracts for completion under the new IRP contract. Each identified scenario has its own detailed spreadsheet to present the calculations leading to the "Transferred File Cost (TFC)" amount. A brief explanation of each scenario is provided below to assist in your review of the estimated values.

1. New Supplier Cost, based on BOP as published in the IRP RFP:

- o This scenario reflects the total cost to complete the files if a new supplier had won the Contract.
- o This is for comparison purposes and assumes an Administration Fee equal to Brookfield's All-Inclusive Administration Fee under the new contract.

2. Current Basis of Payment, as published in the IRP RFP:

- o This scenario reflects the total cost, payable to Brookfield, for the completion of on-going files transferred from the existing contracts to the new contract.
- o This scenario omits on-going CF files aged less than 60 days (approximately 1600 files), and therefore does not include a provision to pay the Contractor for work completed on these files. Further, these on-going files are not eligible for payment under the current CF contract until they are 60 days old.
- o This scenario omits on-going RCMP & GC files aged less than 45 days (approximately 400 files) and therefore does not include a provision to pay the Contractor for work completed on these files. These on-going files are eligible for payment under the current RCMP/GC contract once 30 days old.
- o This scenario includes an unintended requirement for RCMP & GC users to pay \$368.07 more the current RCMP/GC Administration Fee for on-going files (aged more than 45 days but less than 180 days) transferred for completion under the new contract.

3. PWGSC BOP Revision:

This proposed scenario includes a correction for the:

- o Inadvertent omission of approximately 1600 on-going CF files aged less than 60 days and thereby including a provision to pay the Contractor for these files.
- o Inadvertent omission of approximately 400 on-going RCMP & GC files aged less than 45 days thereby including a provision to pay the Contractor for these files.
- o Unintended requirement for RCMP & GC users to pay \$368.07 more the current RCMP/GC Administration Fee for on-going files (aged more than 45 days but less than 180 days).
- o Should a revision of this nature be pursued, it is PWGSC's recommendation that additional services related to the existing scope of work also be sought.

4. Brookfield Proposed BOP revision:

- o Brookfield's proposal applies the current contracts' Administration Fees to on-going files transferred to the new contract for completion as follows:

- CF files > 60 days old but < 1 year: 67% of today's Admin Fee
- RCMP/GC files 31 to 180 days: 33% of today's Admin Fee

- o This proposal includes a proposed correction for the unintended omission in the current BOP equal to that proposed by PWGSC above.
- o In preparing its Financial Proposal, Brookfield had 55 days to consider the BOP structure and bid accordingly.

- o There was ample opportunity to submit questions or recommendations to modify/improve the structure. No questions or suggestions were submitted.
- o Brookfield made a business decision to accept the fee structure and propose the Administration Fees as set out in the contract when submitted it's Financial Proposal.
- o The current contracts state under SOW paragraph 7.8.1.5 Payment of Outstanding Files that should the new contract be awarded to the incumbent, "*... they are not entitled to payment of a Transfer fee, but will complete the balance of the outstanding files in accordance with the terms and conditions of the new contract.*"
- o PWGSC does not recommend the proposed revision as it adds significant cost to Canada (approximately \$3.9M from the BOP published in the RFP), does not offer any additional level of service, and could be perceived to favour the incumbent.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

Singh, Ram

From: Singh, Ram
Sent: November 6, 2009 1:42 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: Basis of payment

I think I got it: here is what dan should focus on-

Old contract:
7.8.1.5 payment of outstanding files -

Should the new contract be the incumbent, they are not entitled to payment of a transfer fee, but will complete the balance of the outstanding files in accordance with the terms and conditions of the new contract.

R

Singh, Ram

From: Danagher, Dan
Sent: November 6, 2009 3:54 PM
To: 'Stephane Chevrier'; Zovatto, Claudia; 'francine.deleseleuc@rcmp-grc.gc.ca'
Cc: Singh, Ram; 'Todd.Lamb@rcmp-grc.gc.ca'; 'Tamara Chamberlain'; 'Jack Curran'; 'Scott Leslie'; 'Jérôme Thauvette'
Subject: RE: New IRP Contract BOP Analysis

After careful review, there is one issue (7.8.1.5 - Payment of Outstanding Files) that TBS would like discussed at the DG level with the objective of reaching an agreement on a course of action. My availability is unfortunately limited next week but I would suggest that Claudia and Tamara establish a quick DG meeting – perhaps over the phone – for next week. If I am not available, Claudia will represent TBS for that discussion.

Thanks,

Dan

Dan Danagher
Director General, Equitable Compensation | Directeur général, Rémunération équitable
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: Stephane Chevrier [mailto:Stephane.Chevrier@tpsgc-pwgsc.gc.ca]
Sent: November 4, 2009 3:48 PM
To: Danagher, Dan; Zovatto, Claudia; francine.deleseleuc@rcmp-grc.gc.ca
Cc: Singh, Ram; Todd.Lamb@rcmp-grc.gc.ca; Tamara Chamberlain; Jack Curran; Scott Leslie; Jérôme Thauvette
Subject: New IRP Contract BOP Analysis
Importance: High

Hello Dan, Claudia and Francine,

Seeing as Tamara is out of the office this week I wanted to follow-up on her email from last Wednesday regarding the Basis of Payment analysis under the new IRP contract.

With the Service Effective Date of December 1st under the new contract fast approaching, we would like to meet with Brookfield GRS within the next 10 days to come to an agreement on the Basis of Payment. Brookfield GRS have expressed concerns with the Basis of Payment as presented in the RFP because it doesn't recognize on-going files (files transferred from the old contract to the new contract) aged less than 45 days. Surprisingly, they didn't raise concerns during the RFP question period.

Tamara's email below provides a detailed spreadsheet which provides analysis of the total estimated cost for the completion of on-going relocation files expected to be transferred under the new IRP contract.

Your comments were requested by COB on 2 November and I would truly appreciate your prompt attention to this matter.

Please provide us with your comments by **COB Friday, November 6th**.

Regards,
Stephane

—
Stéphane Chevrier

Special Projects Initiatives Directorate
Services and Technology Acquisitions
Management Sector (STAMS)
Public Works and Government Services Canada
Phase III - 12C-1 Place du Portage
11 Laurier, Gatineau, Québec K1A 0S5

819-934-0961
stephane.chevrier@pwgsc.gc.ca

From: Tamara Chamberlain

Sent: Wednesday, October 28, 2009 8:09 AM

To: Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca; CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca

Cc: Jack Curran; Scott Leslie; Jérôme Thauvette; 'ERIC.KAHLER@forces.gc.ca'; Stephane Chevrier; 'todd.lamb@rcmp-grc.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'

Subject: FW: New Contract BOP Analysis

Good morning

Please find attached an analysis of the total estimated cost for the completion on-going relocation files that are expected to be transferred to the new IRP contract. It is recommended that any additional meeting required to further discuss be held the week of November 2 as there is only a little over 1 month until the new contract takes effect. Alternatively, it is requested that your comments be provided no later than COB on 2 November.

<<BOP Scenarios_V2c2.xls>>

Within the attached spreadsheet, the summary page provides an overview of the estimated costs based on approximately 20,000 on-going files (as stated in the RFP) that are expected to be transferred from the existing IRP contracts for completion under the new IRP contract. Each identified scenario has its own detailed spreadsheet to present the calculations leading to the "Transferred File Cost (TFC)" amount. A brief explanation of each scenario is provided below to assist in your review of the estimated values.

1. New Supplier Cost, based on BOP as published in the IRP RFP:

- This scenario reflects the total cost to complete the files if a new supplier had won the Contract.
- This is for comparison purposes and assumes an Administration Fee equal to Brookfield's All-Inclusive Administration Fee under the new contract.

2. Current Basis of Payment, as published in the IRP RFP:

- This scenario reflects the total cost, payable to Brookfield, for the completion of on-going files transferred from the existing contracts to the new contract.
- This scenario omits on-going CF files aged less than 60 days (approximately 1600 files), and therefore does not include a provision to pay the Contractor for work completed on these files. Further, these on-going files are not eligible for payment under the current CF contract until they are 60 days old.
- This scenario omits on-going RCMP & GC files aged less than 45 days (approximately 400 files) and therefore does not include a provision to pay the Contractor for work completed on these files. These on-going files are eligible for payment under the current RCMP/GC contract once 30 days old.
- This scenario includes an unintended requirement for RCMP & GC users to pay \$368.07 more the current RCMP/GC Administration Fee for on-going files (aged more than 45 days but less than 180 days) transferred for completion under the new contract.

3. PWGSC BOP Revision:

This proposed scenario includes a correction for the:

- Inadvertent omission of approximately 1600 on-going CF files aged less than 60 days and thereby including a provision to pay the Contractor for these files.
- Inadvertent omission of approximately 400 on-going RCMP & GC files aged less than 45 days thereby including a provision to pay the Contractor for these files.
- Unintended requirement for RCMP & GC users to pay \$368.07 more the current RCMP/GC Administration Fee for on-going files (aged more than 45 days but less than 180 days).
- Should a revision of this nature be pursued, it is PWGSC's recommendation that additional services related to the existing scope of work also be sought.

4. Brookfield Proposed BOP revision:

- Brookfield's proposal applies the current contracts' Administration Fees to on-going files transferred to the new contract for completion as follows:

- CF files > 60 days old but < 1 year: 67% of today's Admin Fee
- RCMP/GC files 31 to 180 days: 33% of today's Admin Fee

- This proposal includes a proposed correction for the unintended omission in the current BOP equal to that proposed by PWGSC above.
- In preparing its Financial Proposal, Brookfield had 55 days to consider the BOP structure and bid accordingly.
- There was ample opportunity to submit questions or recommendations to modify/improve the structure. No questions or suggestions were submitted.
- Brookfield made a business decision to accept the fee structure and propose the Administration Fees as set out in the contract when submitted its Financial Proposal.
- The current contracts state under SOW paragraph 7.8.1.5 Payment of Outstanding Files that should the new contract be awarded to the incumbent, "*... they are not entitled to payment of a Transfer fee, but will complete the balance of the outstanding files in accordance with the terms and conditions of the new contract.*"
- PWGSC does not recommend the proposed revision as it adds significant cost to Canada

(approximately \$3.9M from the BOP published in the RFP), does not offer any additional level of service, and could be perceived to favour the incumbent.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

Graham, Don

From: Singh, Ram
Sent: November 9, 2009 9:41 AM
To: Abraham, Elsie
Cc: Zovatto, Claudia; Singh, Ram
Subject: FW:
Importance: High

Elsie I need to have our systems personnel establish a special e-mail address for me to use in the are of relocation. This is to allow relocating employees and departments to contact me on relocation related matters. It also will be in place to serve my replacement when I leave.

Arrange a positional email box as follows:

- b. Replace contact phone number for GOC throughout both Eng & Fr docs e.g. Para 10) with the following email address
- i. irp-pri@TBS-SCT.gc.ca

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

Graham, Don

From: Singh, Ram
Sent: November 10, 2009 8:16 AM
To: 'DANIEL.TUPLING@forces.gc.ca'; MICHEL.BRISEBOIS@forces.gc.ca;
dantupling@rogers.com; ERIC.KAHLER@forces.gc.ca; todd.lamb@rcmp-grc.gc.ca;
todd.lamb@rogers.com; Stephane.Chevrier@tpsgc-pwgsc.gc.ca;
Tamara.Chamberlain@tpsgc-pwgsc.gc.ca
Cc: ANDREW.WHITEHEAD@forces.gc.ca; Singh, Ram
Subject: RE: Brookfield Deliverables received today

Importance: High
Sensitivity: Confidential

Folks I discovered that the new contract does not address any hold-backs. We usually hold back at least 10% of the Personalized until the files are closed then we release the balance.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: November 9, 2009 4:26 PM
To: MICHEL.BRISEBOIS@forces.gc.ca; dantupling@rogers.com; ERIC.KAHLER@forces.gc.ca;
todd.lamb@rcmp-grc.gc.ca; todd.lamb@rogers.com; Singh, Ram; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Cc: ANDREW.WHITEHEAD@forces.gc.ca
Subject: Brookfield Deliverables received today

At the ZBA meeting today, we received CDs with the IMETS User Manual & the list of all non-closed files as of 31 Oct 09. These files are all too large to comfortably attach to emails so I will ask Andrew to burn them onto 5 CD copies and if possible, relay them to you at the end of the PRM, tomorrow.

Attached is another file received today; the security clearances of Contractors & subcontractors.

<<Security Clearances_Contractor and sub-contractors.xls>>

See you here at 0900
Cheers
Dan

Major F.R. Dan Tupling
DRBM ASO
Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			26-Apr-14
			08-Mar-14
			19-Feb-14
			23-Jun-18
			26-Jun-12
			23-Nov-14
			06-Apr-14
			28-Oct-14
			28-Nov-16
			08-Aug-15
			19-Feb-14
			24-Feb-14
			28-Nov-15
			01-Oct-18
			27-Jun-17
			26-Feb-14
			01-Mar-14
			01-Dec-15
			10-Mar-18
			11-Apr-18
			12-Jul-10
			27-Mar-16
			01-May-19
			18-Mar-19
			12-May-19
			08-Mar-14
			10-Feb-14
			30-Sep-18
			25-Apr-18
			19-Jun-18
			03-Jul-19
			27-Feb-14
			01-Mar-14
			24-Jul-16
			12-Oct-14
			28-Oct-14
			11-Sep-19
			11-Dec-13
			28-Aug-18
			07-Jun-14
			14-Jun-12
			19-Feb-14
			02-Jun-18
			06-May-14
			15-Feb-15
			30-Nov-14
			10-Dec-18
			03-Feb-19
			27-Feb-14
			05-Nov-18

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			23-Feb-14
			22-Jun-17
			23-Mar-16
			31-Jul-18
			21-Nov-17
			22-Apr-19
			28-Sep-16
			13-Nov-18
			31-Dec-18
			13-Dec-14
			10-Apr-16
			24-Mar-19
			24-Sep-17
			28-Apr-19
			20-Jul-15
			09-Mar-19
			16-Feb-15
			10-Aug-17
			27-Feb-14
			30-Jun-16
			22-Oct-19
			25-Jun-19
			16-Jul-17
			03-Apr-19
			21-Oct-19
			20-Dec-15
			30-Mar-18
			27-Sep-16
			02-Mar-16
			05-May-19
			11-Jun-17
			26-Mar-18
			27-Mar-19
			13-Nov-18
			09-Nov-15
			02-Mar-19
			24-Feb-14
			29-Mar-15
			10-Apr-16
			21-Jun-15
			19-Feb-14
			17-Feb-14
			26-Feb-14
			04-Jun-17
			08-Dec-18
			16-Jul-18
			10-Oct-16
			27-Feb-14
			30-Jun-18
			21-Oct-19

Brookfield Global Relocation Services

Brookfield**Brookfield Global Relocation Services - Security Clearances**

Last Name	First Name	Certificate #	Validity
			01-Jun-15
			04-May-12
			18-Apr-16
			08-Apr-14
			28-Jun-15
			13-Feb-16
			09-Nov-15
			31-Mar-19
			08-Mar-14
			07-Oct-15
			01-Mar-14
			03-Oct-17
			06-Jul-17
			10-Nov-16
			28-May-19
			08-Jun-16
			15-Jun-14
			18-Mar-19
			18-Mar-19
			13-Nov-18
			20-Dec-15
			17-Oct-10
			11-Jul-17
			02-Jan-18
			05-Dec-18
			19-Feb-14
			26-May-14
			07-Jun-17
			24-Nov-14
			21-Oct-19
			25-Feb-19
			24-Feb-14
			22-Mar-14
			08-Mar-14
			16-Apr-17
			05-Mar-14
			29-Jan-18
			16-Jun-14
			16-Sep-18
			05-Nov-17
			28-Mar-18
			24-Feb-14
			14-Jul-18
			05-Jan-17
			06-Apr-14
			04-Mar-19
			24-Feb-14
			15-May-17
			11-Oct-16
			23-Mar-14

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			01-Mar-14
			23-Mar-14
			13-Apr-15
			24-Feb-14
			21-Apr-14
			22-Jul-18
			24-Feb-14
			13-Aug-14
			12-Dec-18
			24-Feb-14
			08-Apr-18
			22-Apr-13
			15-Jun-14
			28-Nov-16
			10-May-14
			02-Sep-14
			09-May-17
			18-Jan-17
			16-Jan-19
			29-Nov-17
			20-Jan-15
			15-Dec-18
			12-Jun-18
			16-Apr-13
			14-Oct-18
			23-Feb-14
			08-Feb-15
			25-Feb-14
			26-Feb-14
			26-Nov-18
			20-May-19
			23-Feb-14
			22-Jun-16
			07-May-18
			01-Dec-16
			03-Jan-18
			26-Jun-19
			24-Feb-14
			26-Feb-14
			20-Jul-15
			06-Mar-19
			04-Sep-18
			24-Mar-19
			23-Aug-15
			03-May-11
			19-Feb-14
			27-Feb-14
			01-Oct-18
			10-Jun-15
			28-Jul-18

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			02-Jun-14
			10-Aug-16
			03-Oct-17
			08-Aug-16
			01-Mar-14
			06-Apr-14
			07-Jan-18
			17-Mar-15
			24-Jul-18
			09-Sep-15
			20-Jul-15
			16-Sep-19
			11-Apr-18
			01-Jun-17
			07-May-19
			17-Mar-15
			20-Feb-18
			21-Oct-19
			10-Mar-14
			17-Mar-18
			13-Mar-18
			27-Feb-14
			10-Feb-15
			21-Oct-19
			21-Dec-15
			27-Feb-14
			23-May-16
			29-Jun-19
			16-Apr-18
			29-Apr-18
			03-Nov-14
			13-May-18
			16-Apr-18
			03-Oct-17
			06-Nov-17
			07-Nov-15
			30-Sep-18
			10-Mar-19
			06-Apr-14
			26-Feb-14
			29-Sep-19
			08-Dec-18
			19-Feb-14
			18-Jan-17
			02-Mar-14
			04-Feb-19
			16-Mar-19
			27-Feb-14
			04-Jun-17
			26-Mar-18

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			06-Apr-15
			01-Mar-14
			20-Jun-15
			13-May-19
			14-Jan-19
			07-Mar-16
			08-Mar-14
			21-Mar-12
			02-Feb-17
			23-Nov-14
			06-Apr-14
			22-Nov-14
			03-Jun-18
			23-Apr-14
			11-Sep-18
			11-Apr-16
			18-Oct-14
			10-Jun-14
			31-Oct-16
			03-Feb-19
			12-Jun-18
			10-Oct-16
			08-Apr-19
			22-May-18
			26-Mar-18
			08-Mar-14
			04-Mar-19
			23-Mar-15
			12-Mar-14
			17-Mar-14
			01-Dec-16
			26-Feb-14
			15-Aug-16
			17-May-14
			20-Feb-16
			28-Apr-19
			21-Oct-18
			01-Nov-17
			01-Mar-14
			13-Jan-19
			18-Jun-19
			27-Feb-14
			23-May-17
			27-Jun-18
			17-Apr-18
			19-Feb-17
			12-Nov-18
			10-Jul-18
			19-Feb-14
			02-Jan-18

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			17-Mar-15
			08-Mar-14
			12-Nov-18
			25-Feb-14
			21-Feb-16
			21-Feb-19
			27-Feb-14
			09-Mar-19
			26-Nov-18
			30-Aug-16
			02-Nov-19
			05-Jan-16
			09-Jan-12
			15-Oct-18
			27-Feb-14
			05-Oct-19
			26-Apr-15
			09-Mar-17
			23-Feb-14
			25-May-17
			07-Apr-14
			01-Mar-14
			23-Feb-17
			18-Apr-18
			19-Dec-18
			28-May-17
			18-Nov-14
			15-Dec-18
			10-Feb-14
			07-May-18
			04-May-17
			28-Jun-17
			07-Mar-15
			12-Feb-19
			05-Mar-13
			19-Feb-17
			04-Jun-19
			30-May-15
			26-Nov-18
			19-Feb-14
			20-Oct-18
			13-Dec-14
			03-Feb-15
			24-Feb-14
			24-Jun-12
			09-Oct-19
			24-Nov-14
			24-Sep-17
			20-Aug-18
			12-Oct-16

Brookfield Global Relocation Services

Brookfield**Brookfield Global Relocation Services - Security Clearances**

Last Name	First Name	Certificate #	Validity
			20-Oct-18
			25-Feb-14
			28-Sep-16
			19-Feb-14
			01-Mar-14
			01-Dec-18
			04-Feb-19
			26-Sep-16
			22-Oct-19
			11-Jan-15
			08-Jun-19
			24-Feb-14
			10-Feb-19
			23-Feb-16
			17-Jul-17
			24-Mar-14
			21-Jun-17
			01-Aug-16
			16-May-18
			24-Apr-18
			10-Feb-14
			24-Feb-16
			20-Feb-16
			23-Apr-14
			24-Feb-14
			08-Mar-14
			14-Nov-17
			27-Oct-13
			19-Feb-14
			20-Mar-19
			08-Jan-17
			07-Jun-14
			11-Mar-14
			07-May-18
			01-Jun-17
			25-Mar-19
			27-Jan-19
			09-Mar-17
			11-Jul-18
			16-Apr-14
			03-Feb-16
			05-Dec-18
			05-Jul-15
			17-Feb-14
			19-Jun-18
			10-Feb-14
			01-May-16
			21-Jan-15
			17-Dec-14
			23-Feb-17

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			22-Mar-15
			08-Jan-18
			30-Apr-17
			12-Jun-16
			31-Jan-15
			21-Feb-16
			15-Sep-14
			13-Jun-15
			19-Feb-14
			20-Oct-19
			07-Apr-14
			11-Jan-15
			27-Jan-16
			30-Jun-18
			03-Dec-17
			23-Nov-14
			24-Feb-14
			04-May-16
			26-Feb-14
			08-Mar-14
			16-Jun-14
			24-Jul-18
			10-Oct-16
			24-Jun-15
			05-Jun-19
			07-Apr-14
			07-Jan-18
			06-Oct-19
			08-May-18
			28-Jun-17
			18-Apr-18
			14-Oct-18
			19-Feb-14
			07-Sep-16
			29-Mar-14
			03-Jun-12
			17-Aug-19
			25-Feb-14
			09-Mar-17
			04-Jun-17
			13-Feb-14
			19-Feb-14
			17-May-14
			08-Aug-18
			05-Jan-17
			13-Feb-14
			30-Jan-16
			09-Mar-15
			13-Jul-19
			03-Jul-18

Brookfield Global Relocation Services

Brookfield

Brookfield Global Relocation Services - Security Clearances

Last Name	First Name	Certificate #	Validity
			15-Nov-16
			04-Feb-19
			03-Nov-19
			08-Jan-17
			24-Aug-14
			10-Mar-19
			01-Mar-14
			29-May-18
			08-Oct-18
			25-Aug-15
			24-Feb-14
			01-May-18
			23-Feb-16
			16-Mar-14

Brookfield Global Relocation Services

Brookfield

Kalli Management Ltd. - Security Clearances

Last Name	First Name	Certificate #	Validity
			17-Jun-19
			17-Jun-19

Brookfield Global Relocation Services

Brookfield

HomeServe Technologies Inc. - Security Clearances

Last Name	First Name	Certificate #	Validity
			31-Dec-18
			06-Apr-14
			31-Mar-18
			01-Jun-17
			31-Dec-18
			02-Jan-19
			16-Jul-17
			04-Apr-19
			08-Apr-14
			26-Mar-19
			21-May-18
			15-Aug-16
			13-Nov-18
			01-Apr-18
			06-Apr-14
			06-Apr-14
			27-Jul-17
			01-May-16
			06-Apr-14
			31-Mar-19
			31-Dec-18
			31-Dec-18
			31-Dec-18
			14-Nov-18
			16-Jul-17
			16-Jul-17
			17-Jul-19
			13-Jul-17
			30-Jul-17
			12-Dec-15
			26-Jul-17

Singh, Ram

From: Singh, Ram
Sent: November 20, 2009 12:52 PM
To: Danagher, Dan; Zovatto, Claudia
Cc: Singh, Ram
Subject: Fw: Translation 7050386
Attachments: 7050386-f2.DOC; 7050386-e1.DOC; 7050386-e2.doc; 7050386-f1.DOC

Just wanted to share with u the broadcast we have worked on for all 3 clients to release to all DNCs and Coordinators

R

From: Services - Translation/Traduction
To: Abraham, Elsie; Singh, Ram
Sent: Tue Nov 17 15:18:37 2009
Subject: Translation 7050386

Bonjour,

Here is your translation as requested. To view our procedures, click on the hyperlink.
http://intranet/infosite/corp_csb-dsm/tes-str/trans-e.asp

Voici la traduction que vous avez demandée. Pour consulter nos procédures, cliquer sur l'hyperlien.
http://intranet/infosite/corp_csb-dsm/tes-str/trans-f.asp

Regards

Diane

<<7050386-f2.DOC>> <<7050386-e1.DOC>> <<7050386-e2.doc>> <<7050386-f1.DOC>>

Diane Wheatley

Co-ordinator, Translation and Editing | Coordonnatrice, traduction et vérification

Administration Directorate | Directeurat de l'administration

Corporate Services Branch | Direction des services ministériels

Department of Finance and Treasury Board of Canada Secretariat | Ministère des Finances et Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0G5

613-996-7691 | diane.wheatley@fin.gc.ca | facsimile/télécopieur 613-947-3629

REF CANFORGEN 158/09 CMP 068/09 041649Z SEP 09 :

1. LORS DU REF IL A ÉTÉ PROMULGUÉ QUE LE NOUVEAU CONTRAT D'ADMINISTRATION DU PROGRAMME DE RÉINSTALLATION INTÉGRÉ (PRI) A ÉTÉ OCTROYÉ À BROOKFIELD GLOBAL RELOCATION SERVICES (GRS), ANCIENNEMENT LES SERVICES DE RÉINSTALLATION ROYAL LEPAGE. LE NOUVEAU CONTRAT ENTRE EN VIGUEUR LE 1^{ER} DÉCEMBRE 2009.
2. L'ENTREPRENEUR A POUR OBJET DE FAIRE EN SORTE QUE TOUT LE PERSONNEL DES FC REÇOIVE UNE AIDE ET DES CONSEILS PROFESSIONNELS DU DÉBUT À LA FIN DU PROCESSUS DE RÉINSTALLATION. LE PERSONNEL REÇOIT DES CONSEILS À LA FOIS AU POINT D'ORIGINE ET AU POINT DE DESTINATION ET ON METTRA À LEUR DISPOSITION UN CHOIX NOMBREUX DE TIERS FOURNISSEURS DE SERVICES (TFS). CE GROUPE DE FOURNISSEURS TIERS COMPRENDRA DES AGENTS IMMOBILIERS, DES AVOCATS, DES NOTAIRES, DES ÉVALUATEURS DE BIENS IMMOBILIERS, DES INSPECTEURS D'HABITATION ET DES AGENTS DE SERVICES DE LOCATION.
3. LES MODIFICATIONS SUR LE PLAN DE LA PRESTATION DES SERVICES DEVRAIENT ÊTRE TRANSPARENTES POUR TOUT LE PERSONNEL, MAIS CERTAINES DES AMÉLIORATIONS AU CONTRAT COMPRENNENT :
 - A. LES TAUX DES TPSP ONT ÉTÉ CHANGÉS DANS CERTAINS CAS. EN PARTICULIER, LES TAUX PAYABLES AUX AGENTS IMMOBILIERS ONT ÉTÉ RÉDUITS CONSIDÉRABLEMENT. LE PERSONNEL DEVRAIT S'ASSURER DE CONSULTER LEUR CONSEILLER BROOKFIELD AU SUJET DES NOUVEAUX TAUX AVANT DE CONCLURE DE NOUVELLES ENTENTES QUI NE TIENNENT PAS COMPTE DES TAUX DES TPSP ;
 - B. UNE LISTE DE VÉRIFICATION DE RÉINSTALLATION A ÉTÉ PRÉPARÉE. CELLE-CI ÉNUMÈRE TOUS LES SERVICES DISPONIBLES QUI SERONT OFFERTS PAR LES CONSEILLERS DE BROOKFIELD. LE PERSONNEL DEVRA INDICER SUR CETTE LISTE DE VÉRIFICATION S'IL A ÉTÉ CONSEILLÉ AU SUJET DE TOUS LES ASPECTS PERTINENTS DE LEUR DÉMÉNAGEMENT DU DÉBUT À LA FIN DU PROCESSUS DE RÉINSTALLATION ;
 - C. BROOKFIELD GRS A SIMPLIFIÉ LES TÂCHES ADMINISTRATIVES QU'EFFECTUENT ACTUELLEMENT LEURS CONSEILLERS EN RÉINSTALLATION SUR PLACE EN CONFIAIT CES TÂCHES À UN CENTRE DE SOUTIEN ADMINISTRATIF (CSA). CETTE AMÉLIORATION REHAUSSERA LE SERVICE À LA CLIENTÈLE EN PERMETTANT AUX CONSEILLERS DE SE CONCENTRER D'AVANTAGE SUR LEUR RÔLE DE CONSEILLER.
 - D. BROOKFIELD GRS REÇOIT DES HONORAIRES ADMINISTRATIFS GLOBAUX POUR CHAQUE DOSSIER DE RÉINSTALLATION. CE MONTANT A ÉTÉ RÉDUIT PAR RAPPORT AU CONTRAT PRÉCÉDENT

ET CONSTITUE LA SEULE RÉMUNÉRATION QUE BROOKFIELD GRS RECEVRA PAR DOSSIER ;

- E. LE VOLUME DES DOCUMENTS PAPIER SERA RÉDUIT. TOUS LES DOCUMENTS REQUIS SERONT DISPONIBLES EN LIGNE.
- 4. NOUS RAPPELONS AU PERSONNEL QUI DÉMÉNAGE QU'IL LEUR INCOMBE DE S'ASSURER QUE LEUR RÉINSTALLATION EST CONFORME À LA DIRECTIVE D'ORIENTATION. BROOKFIELD GRS LES AIDERA À RESPECTER CETTE OBLIGATION ET, PAR CONSÉQUENT, AVANT DE CONCLURE UNE ENTENTE AVEC LE PERSONNEL DES TPSP, IL DOIT COMMUNIQUER AVEC LE CONSEILLER DE BROOKFIELD.
- 5. J'AI CONFIANCE QUE BROOKFIELD GRS FOURNIRA DES SERVICES DE RÉINSTALLATION DE LA MÊME HAUTE QUALITÉ QUE PAR LE PASSÉ.

REF RELOCATION BORADCAST TO ALL DNCS ON IRP RELOCATION UNDER NEW RELOCATION CONTRACT:

1. AT REF IT WAS PROMULGATED THAT BROOKFIELD GLOBAL RELOCATION SERVICES (GRS) FORMERLY ROYAL LEPAGE RELOCATION SERVICES WAS AWARDED THE NEW CONTRACT TO DELIVER THE INTEGRATED RELOCATION PROGRAM (IRP) SERVICES. THIS NEW CONTRACT COMMENCES 1 DECEMBER 2009.
2. THE OBJECTIVE OF THE CONTRACTOR IS TO ENSURE ALL CF PERSONNEL ARE PROVIDED WITH PROFESSIONAL GUIDANCE AND ASSISTANCE THROUGHOUT THEIR RELOCATION PROCESS. PERSONNEL RECEIVE COUNSELLING AT BOTH ORIGIN AND DESTINATION AND WILL BE PROVIDED A LARGE NUMBER OF SUB-CONTRACTED THIRD PARTY SERVICE PROVIDERS (TPSP) TO CHOOSE FROM. THESE INCLUDE REAL ESTATE AGENTS, LAWYERS, NOTARIES, HOME APPRAISERS, HOME INSPECTORS AND RENTAL SEARCH AGENTS.
3. SERVICE DELIVERY CHANGES SHOULD BE TRANSPARENT TO ALL PERSONNEL BUT SOME OF THE IMPROVEMENTS TO THE CONTRACT INCLUDE:
 - A. TPSP RATES HAVE IN SOME CASES BEEN CHANGED. MOST NOTABLY RATES PAYABLE TO REALTORS HAVE BEEN SIGNIFICANTLY REDUCED. PERSONNEL SHOULD ENSURE THAT THEY CONSULT THEIR BROOKFIELD ADVISOR ON THE NEW RATES PRIOR TO ENTERING INTO AGREEMENTS WITH TPSP NOT ALREADY ON THE SUB-CONTRACTED LIST;
 - B. A RELOCATION CHECKLIST HAS BEEN DEVELOPED THAT OUTLINES ALL SERVICES THAT ARE AVAILABLE TO BE PROVIDED BY THE BROOKFIELD ADVISORS. PERSONNEL WILL BE REQUIRED TO ACKNOWLEDGE ON THIS CHECKLIST THAT THEY HAVE BEEN COUNSELLED ON ALL RELEVANT ASPECTS OF THEIR MOVE THROUGHOUT THE RELOCATION PROCESS;
 - C. BROOKFIELD GRS HAS STREAMLINED THE ADMINISTRATIVE TASKS CURRENTLY BEING HANDLED BY THEIR ONSITE RELOCATION ADVISORS BY REDISTRIBUTING THESE TASKS TO AN ADMINISTRATIVE SUPPORT CENTRE (ASC). THIS ENHANCEMENT WILL IMPROVE CUSTOMER SERVICE BY ALLOWING THE ADVISORS TO CONCENTRATE MORE ON THEIR CONSULTING ROLE;
 - D. BROOKFIELD GRS IS PAID AN ALL INCLUSIVE ADMINISTRATION FEE PER RELOCATION FILE. THIS FEE HAS BEEN REDUCED FROM THE PREVIOUS CONTRACT AND IS THE ONLY FORM OF COMPENSATION BROOKFIELD GRS WILL RECEIVE PER FILE; AND
 - E. THE VOLUME OF HARD COPY DOCUMENTATION HAS BEEN REDUCED. ALL REQUIRED DOCUMENTATION WILL BE AVAILABLE ONLINE.

4. RELOCATING PERSONNEL ARE REMINDED THAT IT IS THEIR RESPONSIBILITY TO ENSURE THEIR RELOCATION ADHERES TO THE IRP POLICY DIRECTIVE. BROOKFIELD GRS WILL ASSIST WITH THIS OBLIGATION AND THUS PRIOR TO ENTERING INTO ANY CONTRACTUAL AGREEMENT WITH TPSP PERSONNEL MUST FIRST CONTACT THEIR BROOKFIELD ADVISOR.
5. I REMAIN CONFIDENT THAT BROOKFIELD GRS WILL DELIVER RELOCATION SERVICES TO THE SAME VERY HIGH STANDARD THEY HAVE IN THE PAST.

1. AT REF IT WAS PROMULGATED THAT BROOKFIELD GLOBAL RELOCATION SERVICES (GRS) FORMERLY ROYAL LEPAGE RELOCATION SERVICES WAS AWARDED THE NEW CONTRACT TO DELIVER THE INTEGRATED RELOCATION PROGRAM (IRP) SERVICES. THIS NEW CONTRACT COMMENCES 1 DECEMBER 2009.
2. THE OBJECTIVE OF THE CONTRACTOR IS TO ENSURE ALL CF PERSONNEL ARE PROVIDED WITH PROFESSIONAL GUIDANCE AND ASSISTANCE THROUGHOUT THEIR RELOCATION PROCESS. PERSONNEL RECEIVE COUNSELLING AT BOTH ORIGIN AND DESTINATION AND WILL BE PROVIDED A LARGE NUMBER OF SUB-CONTRACTED THIRD PARTY SERVICE PROVIDERS (TPSP) TO CHOOSE FROM. THESE INCLUDE REAL ESTATE AGENTS, LAWYERS, NOTARIES, HOME APPRAISERS, HOME INSPECTORS AND RENTAL SEARCH AGENTS.
3. SERVICE DELIVERY CHANGES SHOULD BE TRANSPARENT TO ALL PERSONNEL BUT SOME OF THE IMPROVEMENTS TO THE CONTRACT INCLUDE:
 - A. TPSP RATES HAVE IN SOME CASES BEEN CHANGED. MOST NOTABLY RATES PAYABLE TO REALTORS HAVE BEEN SIGNIFICANTLY REDUCED. PERSONNEL SHOULD ENSURE THAT THEY CONSULT THEIR BROOKFIELD ADVISOR ON THE NEW RATES PRIOR TO ENTERING INTO AGREEMENTS WITH TPSP NOT ALREADY ON THE SUB-CONTRACTED LIST;
 - B. A RELOCATION CHECKLIST HAS BEEN DEVELOPED THAT OUTLINES ALL SERVICES THAT ARE AVAILABLE TO BE PROVIDED BY THE BROOKFIELD ADVISORS. PERSONNEL WILL BE REQUIRED TO ACKNOWLEDGE ON THIS CHECKLIST THAT THEY HAVE BEEN COUNSELLED ON ALL RELEVANT ASPECTS OF THEIR MOVE THROUGHOUT THE RELOCATION PROCESS;
 - C. BROOKFIELD GRS HAS STREAMLINED THE ADMINISTRATIVE TASKS CURRENTLY BEING HANDLED BY THEIR ONSITE RELOCATION ADVISORS BY REDISTRIBUTING THESE TASKS TO AN ADMINISTRATIVE SUPPORT CENTRE (ASC). THIS ENHANCEMENT WILL IMPROVE CUSTOMER SERVICE BY ALLOWING THE ADVISORS TO CONCENTRATE MORE ON THEIR CONSULTING ROLE;
 - D. BROOKFIELD GRS IS PAID AN ALL INCLUSIVE ADMINISTRATION FEE PER RELOCATION FILE. THIS FEE HAS BEEN REDUCED FROM THE PREVIOUS CONTRACT AND IS THE ONLY FORM OF COMPENSATION BROOKFIELD GRS WILL RECEIVE PER FILE; AND
 - E. THE VOLUME OF HARD COPY DOCUMENTATION HAS BEEN REDUCED. ALL REQUIRED DOCUMENTATION WILL BE AVAILABLE ONLINE.
4. RELOCATING PERSONNEL ARE REMINDED THAT IT IS THEIR RESPONSIBILITY TO ENSURE THEIR RELOCATION ADHERES TO THE

IRP POLICY DIRECTIVE. BROOKFIELD GRS WILL ASSIST WITH THIS OBLIGATION AND THUS PRIOR TO ENTERING INTO ANY CONTRACTUAL AGREEMENT WITH TPSP PERSONNEL MUST FIRST CONTACT THEIR BROOKFIELD ADVISOR.

5. I REMAIN CONFIDENT THAT BROOKFIELD GRS WILL DELIVER RELOCATION SERVICES TO THE SAME VERY HIGH STANDARD THEY HAVE IN THE PAST.

DIFFUSION REF À TOUS LES DNC AU SUJET DE LA RÉINSTALLATION EN VERTU DU NOUVEAU CONTRAT DE RÉINSTALLATION :

1. LORS DU REF IL A ÉTÉ PROMULGUÉ QUE LE NOUVEAU CONTRAT D'ADMINISTRATION DU PROGRAMME DE RÉINSTALLATION INTÉGRÉ (PRI) A ÉTÉ OCTROYÉ À BROOKFIELD GLOBAL RELOCATION SERVICES (GRS), ANCIENNEMENT LES SERVICES DE RÉINSTALLATION ROYAL LEPAGE. LE NOUVEAU CONTRAT ENTRE EN VIGUEUR LE 1^{ER} DÉCEMBRE 2009.
2. L'ENTREPRENEUR A POUR OBJET DE FAIRE EN SORTE QUE TOUT LE PERSONNEL DES FC REÇOIVE UNE AIDE ET DES CONSEILS PROFESSIONNELS DU DÉBUT À LA FIN DU PROCESSUS DE RÉINSTALLATION. LE PERSONNEL REÇOIT DES CONSEILS À LA FOIS AU POINT D'ORIGINE ET AU POINT DE DESTINATION ET ON METTRA À LEUR DISPOSITION UN CHOIX NOMBREUX DE TIERS FOURNISSEURS DE SERVICES (TFS). CE GROUPE DE FOURNISSEURS TIERS COMPRENDRA DES AGENTS IMMOBILIERS, DES AVOCATS, DES NOTAIRES, DES ÉVALUATEURS DE BIENS IMMOBILIERS, DES INSPECTEURS D'HABITATION ET DES AGENTS DE SERVICES DE LOCATION.
3. LES MODIFICATIONS SUR LE PLAN DE LA PRESTATION DES SERVICES DEVRAIENT ÊTRE TRANSPARENTES POUR TOUT LE PERSONNEL, MAIS CERTAINES DES AMÉLIORATIONS AU CONTRAT COMPRENNENT :
 - A. LES TAUX DES TPSP ONT ÉTÉ CHANGÉS DANS CERTAINS CAS. EN PARTICULIER, LES TAUX PAYABLES AUX AGENTS IMMOBILIERS ONT ÉTÉ RÉDUITS CONSIDÉRABLEMENT. LE PERSONNEL DEVRAIT S'ASSURER DE CONSULTER LEUR CONSEILLER BROOKFIELD AU SUJET DES NOUVEAUX TAUX AVANT DE CONCLURE DE NOUVELLES ENTENTES QUI NE TIENNENT PAS COMPTE DES TAUX DES TPSP ;
 - B. UNE LISTE DE VÉRIFICATION DE RÉINSTALLATION A ÉTÉ PRÉPARÉE. CELLE-CI ÉNUMÈRE TOUS LES SERVICES DISPONIBLES QUI SERONT OFFERTS PAR LES CONSEILLERS DE BROOKFIELD. LE PERSONNEL DEVRA INDIQUER SUR CETTE LISTE DE VÉRIFICATION S'IL A ÉTÉ CONSEILLÉ AU SUJET DE TOUS LES ASPECTS PERTINENTS DE LEUR DÉMÉNAGEMENT DU DÉBUT À LA FIN DU PROCESSUS DE RÉINSTALLATION ;
 - C. BROOKFIELD GRS A SIMPLIFIÉ LES TÂCHES ADMINISTRATIVES QU'EFFECTUENT ACTUELLEMENT LEURS CONSEILLERS EN RÉINSTALLATION SUR PLACE EN CONFIAIT CES TÂCHES À UN CENTRE DE SOUTIEN ADMINISTRATIF (CSA). CETTE AMÉLIORATION REHAUSSERA LE SERVICE À LA CLIENTÈLE EN PERMETTANT AUX CONSEILLERS DE SE CONCENTRER DAVANTAGE SUR LEUR RÔLE DE CONSEILLER.
 - D. BROOKFIELD GRS REÇOIT DES HONORAIRES ADMINISTRATIFS GLOBAUX POUR CHAQUE DOSSIER DE RÉINSTALLATION. CE

MONTANT A ÉTÉ RÉDUIT PAR RAPPORT AU CONTRAT PRÉCÉDENT ET CONSTITUE LA SEULE RÉMUNÉRATION QUE BROOKFIELD GRS RECEVRA PAR DOSSIER ;

- E. LE VOLUME DES DOCUMENTS PAPIER SERA RÉDUIT. TOUS LES DOCUMENTS REQUIS SERONT DISPONIBLES EN LIGNE.
- 4. NOUS RAPPELONS AU PERSONNEL QUI DÉMÉNAGE QU'IL LEUR INCOMBE DE S'ASSURER QUE LEUR RÉINSTALLATION EST CONFORME À LA DIRECTIVE D'ORIENTATION. BROOKFIELD GRS LES AIDERA À RESPECTER CETTE OBLIGATION ET, PAR CONSÉQUENT, AVANT DE CONCLURE UNE ENTENTE AVEC LE PERSONNEL DES TPSP, IL DOIT COMMUNIQUER AVEC LE CONSEILLER DE BROOKFIELD.
- 5. J'AI CONFIANCE QUE BROOKFIELD GRS FOURNIRA DES SERVICES DE RÉINSTALLATION DE LA MÊME HAUTE QUALITÉ QUE PAR LE PASSÉ.

Graham, Don

From: Singh, Ram
Sent: November 23, 2009 11:43 PM
To: Zovatto, Claudia; Danagher, Dan
Subject: Fw: TPSP Rate Changes & Meeting Tomorrow

FYI

----- Original Message -----

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: Singh, Ram; DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>
Cc: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>; todd.lamb@rogers.com <todd.lamb@rogers.com>
Sent: Mon Nov 23 10:22:36 2009
Subject: RE: TPSP Rate Changes & Meeting Tomorrow

Agreed. My objective is to reinforce the need for them to be aware of the confidential nature of the rates.

Merci / Regards,

Tamara Chamberlain
Gestionnaire p.i. / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
12C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-8303
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, November 23, 2009 10:19 AM
To: Tamara Chamberlain; DANIEL.TUPLING@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Stephane Chevrier; MICHEL.BRISEBOIS@forces.gc.ca; dantupling@rogers.com
Cc: ERIC.KAHLER@forces.gc.ca; todd.lamb@rogers.com; Ram.Singh@tbs-sct.gc.ca
Subject: Re: TPSP Rate Changes & Meeting Tomorrow

I understand what BGRS is saying but our employees handling/processing transactions in this arena must have knowledge of all transaction rates. These employees have to perform a very important task under the FAA and I do not see how they can honestly perform this certification prior to file closure if they do not know how much each transaction fee is.

My humble input

Ram

----- Original Message -----

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Singh, Ram; Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>
Cc: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>; todd.lamb@rogers.com <todd.lamb@rogers.com>
Sent: Mon Nov 23 09:50:02 2009
Subject: RE: TPSP Rate Changes & Meeting Tomorrow

Hi Dan

Brookfield's position is understandable as the information is confidential and it should only be released with their consent/approval to do so. The individuals who received this information need to be advised of the confidential nature and that it is not to be distributed without Brookfield's consent.

Merci / Regards,

Tamara Chamberlain
Gestionnaire p.i. / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
12C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-8303
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Wednesday, November 18, 2009 10:01 AM
To: Todd.Lamb@rcmp-grc.gc.ca; Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier;
MICHEL.BRISEBOIS@forces.gc.ca; dantupling@rogers.com
Cc: Tamara Chamberlain; ERIC.KAHLER@forces.gc.ca; dantupling@rogers.com;
todd.lamb@rogers.com
Subject: TPSP Rate Changes & Meeting Tomorrow

This email with its attached docs, is what I sent out to the CF IRP coordinators on Monday in response to queries we had been getting. I have received no contradicting comments from Brookfield (i.e. disputing our version of our the rates are to be applied) although I later found out that Brookfield had not wanted these numbers to be distributed (I don't know why since some of our coordinators had already been getting Brookfield versions of the lists from their local Brookfield counsellors)

Anyway, I hope that you have had a chance to look over the latest batch of deliverables and are prepared to provide feedback when we meet here (DGCB Conference Room) tomorrow morning, Wed 19 Nov at 0900 for 0915.

Major F.R. Dan Tupling
DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Monday, 16, November, 2009 15:47 PM
To: #CF IRP RELOCATION COORDINATORS- COORDINATEURS DE REINSTALLATION
Cc: +dcba 2 clarification@CMP DCBA@Ottawa-Hull
Subject: Rated Changes to CFIRP Resulting from Implementation of New Contract on 1 Dec 09

Please find attached tables listing changes in the new IRP contract, coming into effect on 1 Dec 09, governing the ceiling rates for Third Party Service Providers' (TPSPs such as Appraisers, Inspectors, Lawyers, Realtors, etc.).

These changes should not cause problems for our members because the Brookfield GRS Counsellors are all to be fully cognisant of them before the contract starts and because all of the TPSPs in the new IRP Directory(ies) have agreed to work for the quoted rates.

A summary of the options follows:

1. All IRP files authorized after 30 Nov 09 will have TPSP rates IAW new contract;
2. All IRP files authorized before 1 Dec 09 with TPSP arrangements- contracts in place on 30 Nov 09 will continue at contracted (old) rates;
3. All IRP files authorized before 1 Dec 09 but where the TPSP is booked- contracted after 30 Nov 09 will have the TPSP rates IAW New Contract (i.e. the new TPSP rates)

<<RATES-09-14.pdf>> <<TPSP Ceiling Rate Tables 2A to 2G.doc>>

Please address your questions/concerns to the CC address above: i.e.
+dcba 2 clarification@CMP DCBA@Ottawa-Hull

Major F.R. Dan Tupling
DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télécopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Graham, Don

From: Singh, Ram
Sent: November 23, 2009 11:55 AM
To: 'ERIC.KAHLER@forces.gc.ca'; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca;
DANIEL.TUPLING@forces.gc.ca; Todd.Lamb@rcmp-grc.gc.ca; Stephane.Chevrier@tpsgc-
pwgsc.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; dantupling@rogers.com
Cc: todd.lamb@rogers.com; Singh, Ram
Subject: RE: TPSP Rate Changes & Meeting Tomorrow

Importance: High

If they are concerned about confidentiality they have to realise that with the technical abilities today this is not a guarantee. They should be placing all of these rates on the web page so that our DNCs and our relocating employees can see these rates. I hear their argument but when a transferee has to select a TPSP how is he/she going to be able to decide whether they should go with someone they know for years or select a TPSP from the Directory? They need to know the rates established by contract and be aware that they are responsible for any cost exceeding the contracted rates!

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: November 23, 2009 10:54 AM
To: Singh, Ram; Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; DANIEL.TUPLING@forces.gc.ca;
Todd.Lamb@rcmp-grc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca;
MICHEL.BRISEBOIS@forces.gc.ca; dantupling@rogers.com
Cc: todd.lamb@rogers.com
Subject: RE: TPSP Rate Changes & Meeting Tomorrow

This information cannot possibly be considered confidential. Everyone who relocates needs to know what the rates are. Perhaps it is information which should not be widely distributed outside GOC/DND and RCMP by those of us in that group, but those who need to know inside that group make-up a lot of people. Also, the rates we are getting are pretty much standard for the industry I think, so you can get a ball park just by calling a realtor for example. Incidentally, the suppliers are not going to keep this info confidential either, so one has to accept that it is now pretty much in the public domain.

Eric Kahler

Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Télécopieur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Monday, 23, November, 2009 10:19 AM

To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; Tupling Maj FRD@CMP DGCB@Ottawa-Hull;
Todd.Lamb@rcmp-grc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca; Brisebois MLN@ADM(Mat) D
Maj Proc@Ottawa-Hull; dantupling@rogers.com
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; todd.lamb@rogers.com; Ram.Singh@tbs-sct.gc.ca
Subject: Re: TPSP Rate Changes & Meeting Tomorrow

I understand what BGRS is saying but our employees handling/processing transactions in this arena must have knowledge of all transaction rates. These employees have to perform a very important task under the FAA and I do not see how they can honestly perform this certification prior to file closure if they do not know how much each transaction fee is.

My humble input

Ram

----- Original Message -----

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; Singh, Ram; Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>
Cc: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>; dantupling@rogers.com <dantupling@rogers.com>; todd.lamb@rogers.com <todd.lamb@rogers.com>
Sent: Mon Nov 23 09:50:02 2009
Subject: RE: TPSP Rate Changes & Meeting Tomorrow

Hi Dan

Brookfield's position is understandable as the information is confidential and it should only be released with their consent/approval to do so. The individuals who received this information need to be advised of the confidential nature and that it is not to be distributed without Brookfield's consent.

Merci / Regards,

Tamara Chamberlain
Gestionnaire p.i. / A/Manager
DISA, DGA, TPSGC | SPID, AB, PWGSC
11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III,
12C1, Gatineau QC K1A 0S5 Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-8303
Gouvernement du Canada | Government of Canada

-----Original Message-----

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]
Sent: Wednesday, November 18, 2009 10:01 AM
To: Todd.Lamb@rcmp-grc.gc.ca; Ram.Singh@tbs-sct.gc.ca; Stephane Chevrier;
MICHEL.BRISEBOIS@forces.gc.ca; dantupling@rogers.com
Cc: Tamara Chamberlain; ERIC.KAHLER@forces.gc.ca; dantupling@rogers.com;
todd.lamb@rogers.com
Subject: TPSP Rate Changes & Meeting Tomorrow

This email with its attached docs, is what I sent out to the CF IRP coordinators on Monday in response to queries we had been getting. I have received no contradicting comments from Brookfield (i.e. disputing our version of our the rates are to be applied) although I later found out that Brookfield had not wanted these numbers to be distributed (I don't know why since some of our coordinators had already been getting Brookfield versions of the lists from their local Brookfield counsellors)

Anyway, I hope that you have had a chance to look over the latest batch of deliverables and are prepared to provide feedback when we meet here (DGCB Conference Room) tomorrow morning, Wed 19 Nov at 0900 for 0915.

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télocopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

From: Tupling Maj FRD@CMP DGCB@Ottawa-Hull
Sent: Monday, 16, November, 2009 15:47 PM
To: #CF IRP RELOCATION COORDINATORS- COORDINATEURS DE REINSTALLATION
Cc: +dcb2 2 clarification@CMP DCBA@Ottawa-Hull
Subject: Rated Changes to CFIRP Resulting from Implementation of New Contract on 1 Dec 09

Please find attached tables listing changes in the new IRP contract, coming into effect on 1 Dec 09, governing the ceiling rates for Third Party Service Providers' (TPSPs such as Appraisers, Inspectors, Lawyers, Realtors, etc.).

These changes should not cause problems for our members because the Brookfield GRS Counsellors are all to be fully cognisant of them before the contract starts and because all of the TPSPs in the new IRP Directory(ies) have agreed to work for the quoted rates.

A summary of the options follows:

1. All IRP files authorized after 30 Nov 09 will have TPSP rates IAW new contract;
2. All IRP files authorized before 1 Dec 09 with TPSP arrangements- contracts in place on 30 Nov 09 will continue at contracted (old) rates;
3. All IRP files authorized before 1 Dec 09 but where the TPSP is booked- contracted after 30 Nov 09 will have the TPSP rates IAW New Contract (i.e. the new TPSP rates)

<<RATES-09-14.pdf>> <<TPSP Ceiling Rate Tables 2A to 2G.doc>>

Please address your questions/concerns to the CC address above: i.e.
+dcb2 2 clarification@CMP DCBA@Ottawa-Hull

Major F.R. Dan Tupling
DRBM ASO

Director Relocation Business Management - Advisory Services Officer Fax/Télocopieur :
(613) 992-3220 | * (613) (996-0116) <mailto:DANIEL.TUPLING@forces.gc.ca>

Graham, Don

From: Singh, Ram
Sent: November 25, 2009 11:21 AM
To: 'ERIC.KAHLER@forces.gc.ca'; 'DANIEL.TUPLING@forces.gc.ca'; 'Todd.Lamb@rcmp-grc.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'
Cc: Singh, Ram
Subject: Re: PRM Meeting - Brookfield's Proposed Agenda Items
Attachments: image001.jpg

Heads-up!

I need to get direct clarification from BG on brokers, distribution (am in a meeting where I just learnt that what is on paper is not reality in ops) - please allow me to bring this matter up
 R

From: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>
To: Singh, Ram; DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>
Sent: Wed Nov 25 09:34:14 2009
Subject: FW: PRM Meeting - Brookfield's Proposed Agenda Items

for Thurs mtg

Eric Kahler
 Commander | capitaine de frégate
 Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
 CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
 Chief of Military Personnel | Chef du personnel militaire
 National Defence | Défense nationale
 Ottawa, Canada, K1A 0K2
 eric.kahler@forces.gc.ca
 Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
 Teletypewriter (National Defence) | Téléimprimeur (Défense nationale) 1-800-467-9877
 Government of Canada | Gouvernement du Canada

From: Eliane Savard [mailto:esavard@royalpage2.com]
Sent: Tuesday, 24, November, 2009 17:32 PM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Cc: tamara.chamberlain@pwgsc-tpsgc.gc.ca; Michel Bonin; Eliane Savard
Subject: RE: PRM Meeting - Brookfield's Proposed Agenda Items

Good afternoon Commander:

Please find attached the formal agenda for the meeting.

Best regards,
 Eliane

From: ERIC.KAHLER@forces.gc.ca [ERIC.KAHLER@forces.gc.ca]
Sent: November 23, 2009 4:32 PM
To: Eliane Savard
Cc: tamara.chamberlain@pwgsc-tpsgc.gc.ca; Michel Bonin
Subject: RE: PRM Meeting - Brookfield's Proposed Agenda Items

Thanks Eliane. We will want to discuss the e-mail regarding the items we deemed to be critical, so will go over your responses in the mtg. Thanks.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
Chief of Military Personnel | Chef du personnel militaire
National Defence | Défense nationale
Ottawa, Canada, K1A 0K2
eric.kahler@forces.gc.ca
Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
Teletypewriter (National Defence) | Téléimprimeur (Défense nationale) 1-800-467-9877
Government of Canada | Gouvernement du Canada

From: Eliane Savard [mailto:esavard@royalpage2.com]
Sent: Monday, 23, November, 2009 16:30 PM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Cc: tamara.chamberlain@pwgsc-tpsgc.gc.ca; Michel Bonin
Subject: PRM Meeting - Brookfield's Proposed Agenda Items

Good afternoon Commander:

We propose the following two items for the agenda of Thursday's PRM:

1. Office hours on CF Bases
2. Contract amendment – removal of satellite office in Brussels

I remain available to provide you with additional information on those items, if required.

Best regards,
Eliane

Eliane Savard
Directeure, Service Clients
Services gouvernementaux
Services globaux de relogement Brookfield
(anciennement Services de relogement Royal LePage)
Tél: (613) 236-1682
Télec: (613) 236-8231
esavard@royalpage2.com

Eliane Savard
Director, Client Services
Government Services
Brookfield Global Relocation Services
(formerly Royal LePage Relocation Services)

Tel: (613) 236-1682
Fax: (613) 236-8231
esavard@royallepage2.com

The information contained in this message is the property of an entity operating as part of Brookfield Residential Property Services and is intended only for the confidential use of the persons or entities to whom it is addressed. This message, together with any attachments, is proprietary and confidential, may contain inside information, and may be subject to the attorney-client privilege and/or the attorney work product doctrine. If the reader of this message is not one of the addressees set forth above: (a) the reader has received this message in error and is directed to destroy this message, together with any attachments, and notify the sender, and (b) any review, dissemination, use or distribution of this message or any attachments is prohibited. Thank you.

L'information contenue dans ce message est la propriété d'une entité opérant dans le cadre de Brookfield Residential Property Services et est destinée uniquement à l'usage confidentiel des personnes ou des entités à qui elle est adressée. Ce message, ainsi que toutes les pièces jointes, est privé et confidentiel, peut contenir des informations privilégiées, et peut être soustrait à la divulgation en vertu de la loi applicable. Si le récipiendaire de ce message n'est pas l'un des destinataires définis ci-dessus: (a) le récipiendaire a reçu ce message par erreur et est prié de détruire ce message, ainsi que les pièces jointes, et de notifier l'expéditeur, et (b) toute révision, diffusion, utilisation ou distribution de ce message ou des pièces jointes est interdite

Singh, Ram

From: Singh, Ram
Sent: November 25, 2009 11:24 AM
To: Zovatto, Claudia; Danagher, Dan
Cc: Singh, Ram
Subject: Fw: Communiqué to GOC Departmental Coordinators
Importance: High
Attachments: 01 Dec_2009_GOC_Communique_Bilingual.pdf

Again I am expressing my concerns with this arrangement - y is it a message for GOC has to be approved by commander Kahler and not the Program Authority of IRP?
R

From: Eliane Savard <esavard@royalpage2.com>
To: Singh, Ram
Sent: Wed Nov 25 10:20:16 2009
Subject: Communiqué to GOC Departmental Coordinators

Good morning Ram,

As discussed yesterday, find attached the Communiqué that we intend to send to Coordinators.

FYI and per article 4.2.2 f. of the IRP contract, we have requested TA approval, as all communication materials developed for circulation to DAs must have written approval of the TA prior to distribution.

Best regards,
Eliane

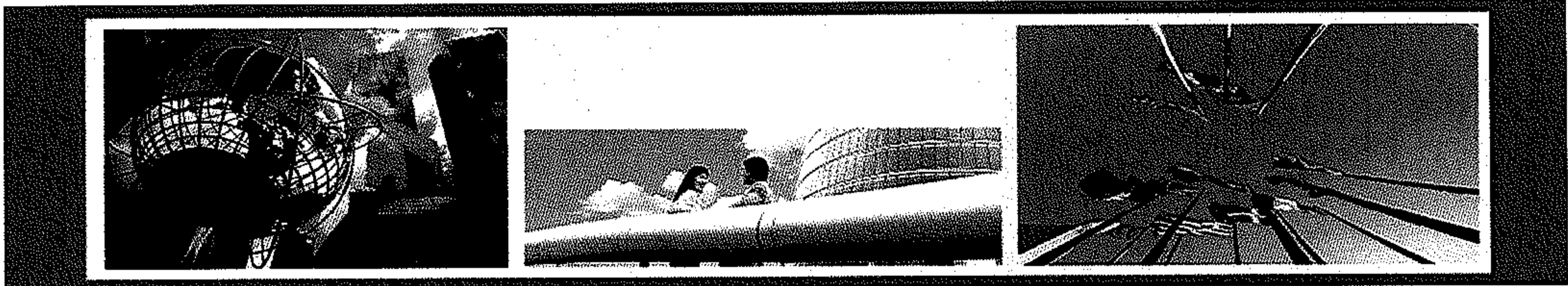
Eliane Savard
Directeure, Service Clients
Services gouvernementaux
Services globaux de relogement Brookfield
(anciennement Services de relogement Royal LePage)
Tél: (613) 236-1682
Télé: (613) 236-8231
esavard@royalpage2.com

Eliane Savard
Director, Client Services
Government Services
Brookfield Global Relocation Services
(formerly Royal LePage Relocation Services)
Tel: (613) 236-1682
Fax: (613) 236-8231
esavard@royalpage2.com

Brookfield

The information contained in this message is the property of an entity operating as part of Brookfield Residential Property Services and is intended only for the confidential use of the persons or entities to whom it is addressed. This message, together with any attachments, is proprietary and confidential, may contain inside information, and may be subject to the attorney-client privilege and/or the attorney work product doctrine. If the reader of this message is not one of the addressees set forth above: (a) the reader has received this message in error and is directed to destroy this message, together with any attachments, and notify the sender, and (b) any review, dissemination, use or distribution of this message or any attachments is prohibited. Thank you.

L'information contenue dans ce message est la propriété d'une entité opérant dans le cadre de Brookfield Residential Property Services et est destinée uniquement à l'usage confidentiel des personnes ou des entités à qui elle est adressée. Ce message, ainsi que toutes les pièces jointes, est privé et confidentiel, peut contenir des informations privilégiées, et peut être soustrait à la divulgation en vertu de la loi applicable. Si le récipiendaire de ce message n'est pas l'un des destinataires définis ci-dessus: (a) le récipiendaire a reçu ce message par erreur et est prié de détruire ce message, ainsi que les pièces jointes, et de notifier l'expéditeur, et (b) toute révision, diffusion, utilisation ou distribution de ce message ou des pièces jointes est interdite



(Le texte en français suit)

The new contract for the Integrated Relocation Program (IRP) comes into effect on 01 December 2009, and Brookfield Global Relocation Services (Brookfield GRS) is both ready and eager to get going!

- **To implement these system changes, our Secure Website at www.relodialogue.com will be down from 27 November (20:00 EST) to 01 December (00:05 EST). Through this transition weekend, Transferees and GOC Departmental Coordinators will not have access to the Secure Website. We appreciate your understanding and patience during this deployment.**

Formerly known as Royal LePage Relocation Services (RLRS), we have been administering relocation contracts for the Government of Canada (GOC) since 1994 and have seen many changes in that time, both in the scope of work and the capabilities of technology. Through all those years and all those changes, we have remained committed to the best interests of Transferees and Canada, focused on delivering both high-quality service and value for money within contract parameters.

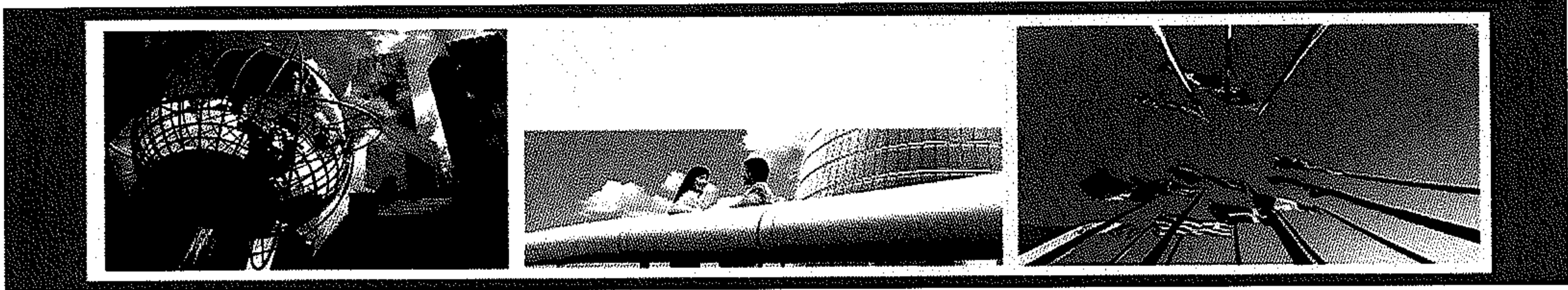
Under this new IRP Contract, Canada taken the opportunity to fine-tune the services and contract terms, and Brookfield GRS has taken the opportunity to apply operational lessons learned and the latest technology available. This communiqué highlights how our delivery innovations for this Contract will form the next chapter of our 15-year-long partnership.

✓ **INCREASING ADMINISTRATIVE EFFICIENCY**

To focus Relocation Advisors on Transferee consultations, Brookfield GRS is redistributing administrative tasks formerly handled by Relocation Advisors to an Administrative Support Centre (ASC). Each Transferee's point of contact will remain their Relocation Advisor: the ASC will complete back-office tasks that involve no interaction with Transferees. This enhancement will improve Transferee service by increasing accuracy, efficiency, and payment timeliness, allowing the Advisor more quality time with the Transferee.

✓ **IMPROVING CONSULTATION EFFECTIVENESS**

Consultation effectiveness is key to Transferee satisfaction and IRP success. The new Contract requires Brookfield GRS to implement a Relocation Checklist, signed by Transferees to confirm that they have received all pertinent information required during the course of their relocation.



To meet the Contract's objectives for consultation effectiveness, Brookfield GRS is also taking this opportunity to centralize our GOC office. To increase the quality of service delivery, we undertook to find a better way of offering relocation services to GOC employees.

Our solution? A centralized office in Winnipeg, which will offer significant benefits:

- better continuity of knowledge and service;
- easier recruitment of bilingual staff, drawing on the resident francophone community;
- easier staffing for office hours extending from 0700 to 2000 hours EST, capitalizing on Winnipeg's central location; and
- better service delivery, through standardized training and superior monitoring made possible in one location.

Although Brookfield GRS already has a Winnipeg office to support the GOC, we will be relocating to new premises to facilitate the expansion of the team.

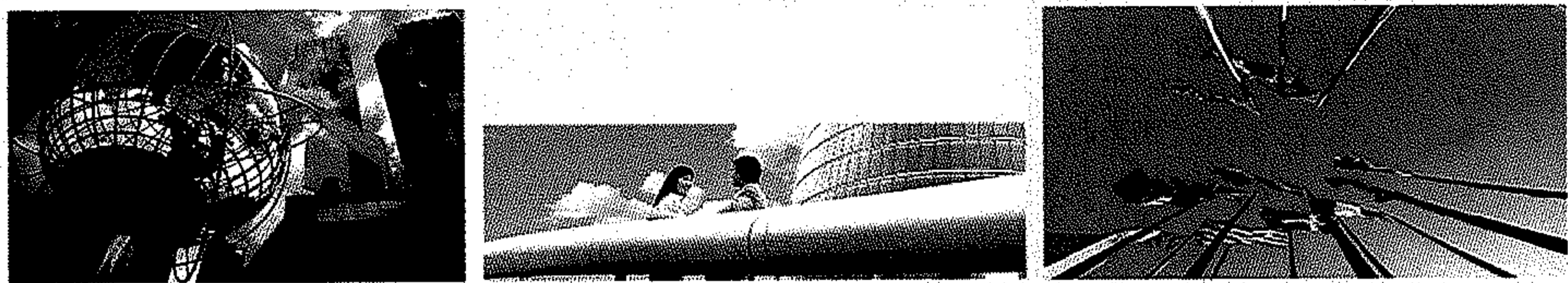
As we start this new Contract, our phased transition plan is well underway. The first group of 16 staff has been hired and is mid-way through their intensive initial training; a second group is currently being hired.

The transition of relocation files from regional offices to the expanded, centralized office in Winnipeg will occur over the next several months and be completed by 30 June 2010. As trained staff ramp up, progressively increasing numbers of newly authorized files will be assigned to the Winnipeg office.

✓ **MOVING WITH THE TIMES**

Our Secure Website already offers Transferees and GOC Departmental Coordinators the convenience of 24/7 access to a wide range of products and services. Since technology doesn't stand still, neither do we. For the new Contract, we have implemented significant online enhancements in search functionality and reporting, including an IRP System User manual for Coordinators.

In response to Transferee feedback, this new Contract reduces the volume of hard copy documents. All required documentation will be available electronically on the Transferee Secure Website.



Moreover, Transferees who expect a transfer can pre-register online, at www.irp-pri.com. As soon as we receive file authorization from their Department, Agency or Commission, we will notify the Transferee via email, allowing them to complete their online registration and commence their relocation process. Once registered, Transferees gain online access to all reading materials required to prepare for the first scheduled appointment with their assigned Relocation Advisor. They will also be able to upload all required documents, further expediting service delivery.

✓ **PURSUING BEST VALUE**

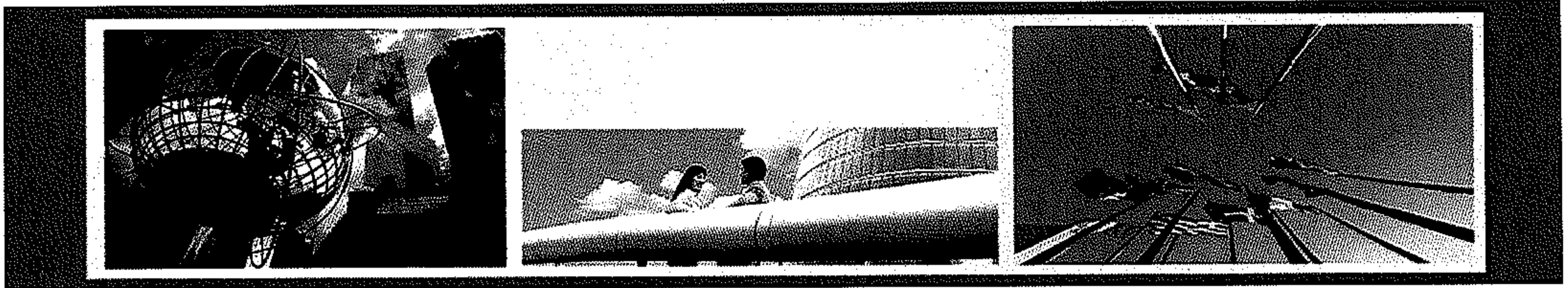
To meet the IRP's objective of providing Transferees with information, guidance and professional assistance throughout their relocation process, Transferees receive services from several Third Party Service Providers (TPSPs): real estate agents, lawyers and notaries, home inspectors and appraisers, and rental search agents.

Brookfield GRS will continue to offer TPSPs a no-charge opportunity to join the IRP TPSP Directory by agreeing to deliver high-quality services at contracted ceiling rates. In pursuing best value for Canada under the new Contract, we have established revised TPSP rates effective 01 December 2009. In this challenging economic environment, savings incurred by these rate changes will facilitate the GOC's management of relocation budgets.

- ➔ Transferees affected by the transition between the current and new IRP Contracts will all receive an email, outlining the impact on them. Transferees can verify new rates as of 01 December 2009 in *It's Your Move* on the Secure Website, at www.relo dialogue.com, or contact their Relocation Advisor. Relocation Coordinators also have access to this information on the Secure Website.
- ➔ Finally, before we can pay TPSPs, the new Contract requires Transferees to certify in writing their satisfaction with the services received.

✓ **MANAGING INVOICING CHANGES**

The new Contract has new file fees and new invoicing terms; this information will be available on the Secure Website as of 01 December 2009.



Brookfield GRS has also introduced tighter security controls, which will further protect the integrity of financial transactions and data.

In addition, Brookfield GRS has been updating our invoice and final account summary documents to replace our former corporate name. The old name has not appeared on any invoice document since 19 October 2009. We will, of course, continue to accept payments under the Royal LePage Relocation Services (RLRS) until your internal vendor systems are all updated.

Please continue to remit all payments to the following address:

P.O. Box 3840
c/o CIBC Main Branch
199 Bay Street
Toronto, ON
M5L 1K1

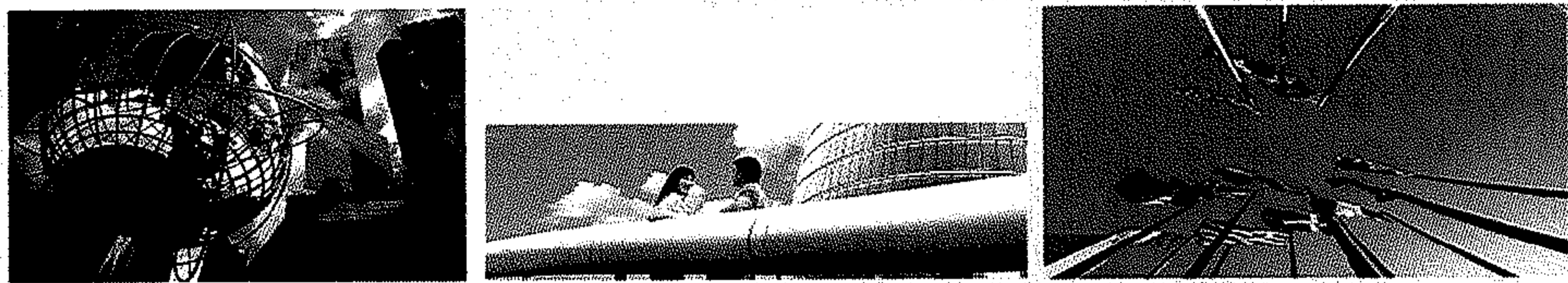
In conclusion, Brookfield GRS has been an integral part of the IRP and its precursor contracts for 15 years. In that time, we believe we have become more than a supplier: we believe we have become a partner with Canada in providing GOC Transferees with the best possible relocation experience. Under the new IRP Contract, we look forward to continuing in this tradition of strong communication, cooperation, and collaboration. If you have any questions about the new IRP Contract and how it will affect you and your Transferees, please do not hesitate to contact us.

Jeanette Jones
Manager, Regional
Teams NJC/RCMP
604.453.8803
jjones@royalpage2.com

Stephanie Sliwinski
National Coordinator,
Client Accounts
416.386.6065
ssliwinski@royalpage2.com

Eliane Savard
Director,
Client Services
613.236.1682
esavard@royalpage2.com

Michel Bonin
Senior Vice President,
Government Services
613.236.3011
michel.bonin@brookfieldgrs.com



Le nouveau contrat pour le Programme de réinstallation intégré (PRI) entre en vigueur le 1 décembre 2009 et les Services globaux de relogement Brookfield (SGR Brookfield) sont à la fois prêts et empressés d'aller de l'avant!

- **Pour nous permettre de mettre en place ces modifications au système, notre site Web protégé au www.relodialogue.com sera inaccessible du 27 novembre (20h HNE) au 1 décembre (0h05 HNE). Au cours de ce weekend de transition, les personnes transférées et les coordonnateurs ministériels du GC n'auront pas accès au site Web protégé. Nous vous remercions de votre compréhension et de votre patience lors de ce déploiement.**

Anciennement connu sous le nom des Services de relogement Royal LePage (SRRL), nous administrons des contrats de réinstallation pour le gouvernement du Canada (GC) depuis 1994 et avons connu de nombreux changements depuis cette époque, tant au niveau du champ d'action que des capacités de la technologie. Au fil de toutes ces années et tous ces changements, nous sommes demeurés engagés à travailler pour le meilleur intérêt des personnes transférées et du Canada, se consacrant à fournir à la fois un service de valeur et de haute qualité dans les paramètres du contrat.

En vertu de ce nouveau contrat du PRI, Canada a saisi l'occasion d'affiner les services et les modalités du contrat, et les SGR Brookfield ont saisi l'occasion d'appliquer les leçons opérationnelles apprises et la dernière technologie disponible. Ce communiqué annonce la façon dont nos innovations de livraison de ce contrat constitueront le prochain chapitre de ce partenariat des 15 dernières années.

✓ **ACCROÎTRE L'EFFICACITÉ ADMINISTRATIVE**

Afin de permettre aux conseillers en relogement de mieux se concentrer sur la réinstallation des personnes transférées, les SGR Brookfield procèdent à une redistribution des tâches administratives, autrefois traitées par les conseillers en relogement, à un centre de soutien administratif (CSA). Le point de contact de chaque personne transférée restera son conseiller en relogement : le CSA complètera les tâches de bureau qui ne comportent aucune interaction avec la personne transférée. Cette amélioration permettra d'améliorer le service aux personnes transférées en améliorant la précision, l'efficacité et la rapidité de paiement, en laissant plus de temps de qualité entre le conseiller et la personne transférée.



✓ **AMÉLIORER L'EFFICACITÉ DE LA CONSULTATION**

L'efficacité de la consultation est la clé de la satisfaction de la personne transférée et du succès du PRI. Le nouveau contrat exige que les SGR Brookfield mettent en place une feuille de contrôle de réinstallation, signée par la personne transférée pour confirmer qu'elle a reçu toutes les informations pertinentes requises au cours de sa réinstallation.

Pour atteindre les objectifs du contrat concernant l'efficacité de la consultation, les SGR Brookfield profitent aussi de cette occasion pour centraliser leur bureau pour le GC. Afin de rehausser la qualité de la prestation de services, nous avons entrepris de trouver une meilleure façon d'offrir des services de réinstallation aux employés du GC.

Notre solution? Un bureau centralisé à Winnipeg, qui offrira des avantages importants :

- une meilleure continuité des connaissances et des services;
- le recrutement plus facile de personnel bilingue, en s'appuyant sur la communauté francophone;
- la dotation en personnel plus facile pour les heures de bureau s'étendant de 7h à 20h HNE, en capitalisant sur l'emplacement central de Winnipeg, et
- une meilleure prestation de services, grâce à une formation normalisée et de suivi supérieure rendue possible en un seul endroit.

Bien que les SGR Brookfield ont déjà un bureau à Winnipeg pour appuyer le GC, nous seront relocalisés dans de nouveaux locaux pour faciliter l'expansion de l'équipe.

Alors que nous commençons ce nouveau contrat, notre plan de transition par étapes est bien en cours. Le premier groupe de 16 employés a été embauché et est à mi-chemin de sa formation initiale intensive; nous recrutons actuellement un deuxième groupe.

La transition des dossiers de réinstallation des bureaux régionaux au bureau élargi centralisé à Winnipeg se produira au cours des prochains mois et sera terminée d'ici le 30 juin 2010. Alors que le personnel qualifié entre en place, un nombre croissant de dossiers nouvellement autorisés sera affecté au bureau de Winnipeg.



✓ **ÉVOLUER AVEC LE TEMPS**

Notre site Web protégé propose déjà aux personnes transférées et aux coordonnateurs ministériels du GC la commodité d'un accès 24 / 7 à un large éventail de produits et services. Puisque la technologie ne s'arrête pas, nous continuons nous aussi, d'aller de l'avant. Pour le nouveau contrat, nous avons mis en place des améliorations en ligne significatives dans la fonctionnalité de recherche et des rapports, y compris un Guide d'utilisateur du système du PRI à l'intention des coordonnateurs.

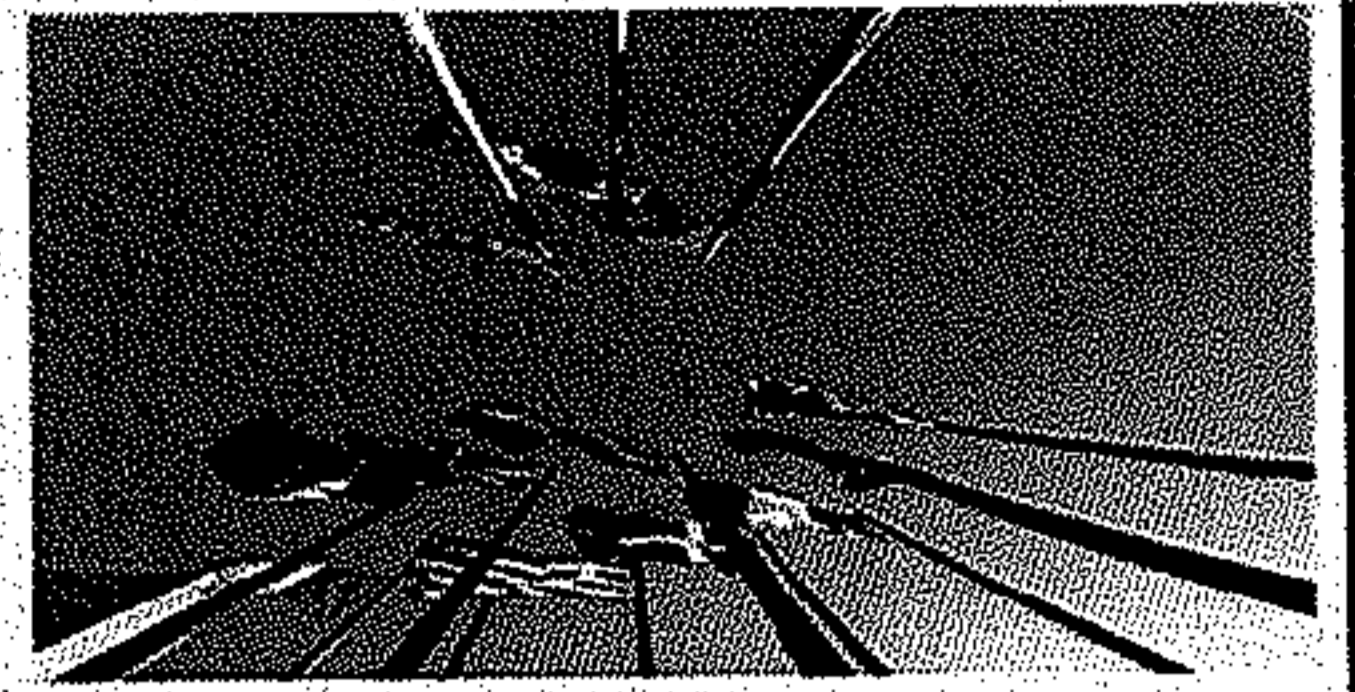
En réponse aux commentaires des personnes transférées, ce nouveau contrat permet de réduire le volume de documents papier. De ce fait, tous les documents nécessaires seront disponibles électroniquement sur le site Web protégé à l'intention de la personne transférée.

De plus, la personne transférée qui s'attend à être mutée peut se préenregistrer en ligne, au www.irp-pri.com. Dès que nous recevons l'autorisation de son dossier par son ministère, organisme ou commission, nous en informerons la personne transférée par courriel, lui permettant de compléter son inscription en ligne et commencer son processus de réinstallation. Une fois inscrite, la personne transférée peut accéder en ligne à tout le matériel de lecture nécessaire pour préparer le premier rendez-vous avec son conseiller en relogement assigné. Elle sera également en mesure de télécharger tous les documents requis, ce qui accélère encore la prestation de services.

✓ **POUR SUIVRE LA MEILLEURE VALEUR**

Pour répondre à l'objectif du PRI d'offrir aux personnes transférées des informations, des conseils et une assistance professionnelle tout au long de leur processus de réinstallation, les personnes transférées reçoivent des services de plusieurs tiers fournisseurs de services (TFS) : agents immobiliers, avocats et notaires, inspecteurs en bâtiment et évaluateurs, et des agents en recherche de logement.

Les SGR Brookfield continueront d'offrir aux TFS une occasion sans frais de s'inscrire au répertoire des TFS du PRI en acceptant de fournir des services de haute qualité à des prix plafonds contractuels. Dans la poursuite de la meilleure valeur pour le Canada dans le cadre du nouveau contrat, nous avons établi des taux révisés pour les TFS en vigueur le 1 décembre 2009. Dans cet environnement économique difficile, les économies



engagées par ces changements de taux faciliteront la gestion des budgets de réinstallation par le GC.

- Les personnes transférées touchées par la transition entre le contrat actuel du PRI et le nouveau contrat, recevront toutes un courriel indiquant l'impact sur elles. Les personnes transférées peuvent vérifier les nouveaux taux au 1 décembre 2009 dans le manuel *C'est votre déménagement* sur le site Web protégé au www.relo dialogue.com, ou communiquer avec leur conseiller en relogement. Les coordonnateurs en réinstallation ont aussi accès à ces informations sur le site Web protégé.
- Enfin, avant que nous puissions payer un TFS, le nouveau contrat impose aux personnes transférées d'attester par écrit leur satisfaction à l'égard des services reçus.

✓ **GESTION DES CHANGEMENTS À LA FACTURATION**

Le nouveau contrat comporte de nouveaux frais de dossier et de nouvelles conditions de facturation; ces informations seront disponibles sur le site Web protégé à compter du 1 décembre 2009.

De plus, Brookfield a introduit des contrôles de sécurité plus stricts, ce qui permettra de protéger davantage l'intégrité des transactions financières et des données.

En outre, les SGR Brookfield ont mis à jour leur facture et sommaire final de compte en remplaçant l'ancien nom de notre entreprise. L'ancien nom n'a pas été utilisé sur aucune facture depuis le 19 octobre 2009. Nous allons, bien entendu, continuer à accepter les paiements effectués à l'ordre des Services de relogement Royal LePage (SRRL) jusqu'à ce que vos systèmes internes de fournisseurs soient tous mis à jour.

Veillez continuer à verser la totalité des paiements à l'adresse suivante :

CP 3840
a/s Succ. principale de la CIBC
199 rue Bay
Toronto, ON
M5L 1K1



En conclusion, les SGR Brookfield sont une partie intégrante du PRI et de ses contrats précurseurs depuis 15 ans. Depuis ce temps, nous croyons que nous sommes devenus bien plus qu'un fournisseur : nous croyons que nous sommes devenus un partenaire avec Canada en fournissant aux personnes transférées du GC la meilleure expérience en réinstallation possible. Dans le cadre du nouveau contrat du PRI, nous nous réjouissons de poursuivre cette tradition de communication, de coopération et de collaboration solide. Si vous avez des questions concernant le nouveau contrat du PRI et comment il va vous affecter vous et votre personnel transféré, n'hésitez pas à nous contacter.

Jeanette Jones
 Gestionnaire, Équipes
 régionales CNM/GRC
 604.453.8803
jjones@royalpage2.com

Stéphanie Sliwinski
 Coordonnatrice nationale,
 Comptes-clients
 416.386.6065
ssliwinski@royalpage2.com

Eliane Savard
 Directeure,
 Service Clients
 613.236.1682
esavard@royalpage2.com

Michel Bonin
 Vice-président principal,
 Services aux gouvernements
 613.236.3011
michel.bonin@brookfieldgrs.com

Singh, Ram

From: Danagher, Dan
Sent: November 25, 2009 11:35 AM
To: Singh, Ram; Zovatto, Claudia
Subject: RE: Communiqué to GOC Departmental Coordinators

Oops – forgot a “not” in the following. Corrected.

Dan Danagher
 Director General, Equitable Compensation | Directeur général, Rémunération équitable
 Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
 Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Dan.Danagher@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter | Télécopieur
 613-957-9090
 Government of Canada | Gouvernement du Canada



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Singh, Ram
Sent: November 25, 2009 11:34 AM
To: Danagher, Dan; Zovatto, Claudia
Subject: Re: Communiqué to GOC Departmental Coordinators

Thanks
 R

From: Danagher, Dan
To: Singh, Ram; Zovatto, Claudia
Sent: Wed Nov 25 11:33:26 2009
Subject: RE: Communiqué to GOC Departmental Coordinators

Although he has authority under the contract, that does not give him veto over the views of the departments. In other words, he should not be authorizing these communications if you disagree. If this is not happening, then I would suggest that we will need to hardwire some protocols to clarify our expectations. I doubt the other DGs would disagree.

Dan Danagher
 Director General, Equitable Compensation | Directeur général, Rémunération équitable
 Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
 Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Dan.Danagher@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-0701 / Teletypewriter | Télécopieur
 613-957-9090
 Government of Canada | Gouvernement du Canada



From: Singh, Ram
Sent: November 25, 2009 11:24 AM
To: Zovatto, Claudia; Danagher, Dan
Cc: Singh, Ram
Subject: Fw: Communiqué to GOC Departmental Coordinators
Importance: High

Again I am expressing my concerns with this arrangement - y is it a message for GOC has to be approved by commander Kahler and not the Program Authority of IRP?

R

From: Eliane Savard <esavard@royalpage2.com>
To: Singh, Ram
Sent: Wed Nov 25 10:20:16 2009
Subject: Communiqué to GOC Departmental Coordinators

Good morning Ram,

As discussed yesterday, find attached the Communiqué that we intend to send to Coordinators.

FYI and per article 4.2.2 f. of the IRP contract, we have requested TA approval, as all communication materials developed for circulation to DAs must have written approval of the TA prior to distribution.

Best regards,
 Eliane

Eliane Savard
 Directeure, Service Clients
 Services gouvernementaux
 Services globaux de relogement Brookfield
 (anciennement Services de relogement Royal LePage)
 Tél: (613) 236-1682
 Téléc: (613) 236-8231
esavard@royalpage2.com

Eliane Savard
 Director, Client Services
 Government Services
 Brookfield Global Relocation Services
 (formerly Royal LePage Relocation Services)
 Tel: (613) 236-1682
 Fax: (613) 236-8231
esavard@royalpage2.com

Brookfield

subject to the attorney-client privilege and/or the attorney work product doctrine. If the reader of this message is not one of the addressees set forth above: (a) the reader has received this message in error and is directed to destroy this message, together with any attachments, and notify the sender, and (b) any review, dissemination, use or distribution of this message or any attachments is prohibited. Thank you.

L'information contenue dans ce message est la propriété d'une entité opérant dans le cadre de Brookfield Residential Property Services et est destinée uniquement à l'usage confidentiel des personnes ou des entités à qui elle est adressée. Ce message, ainsi que toutes les pièces jointes, est privé et confidentiel, peut contenir des informations privilégiées, et peut être soustrait à la divulgation en vertu de la loi applicable. Si le récipiendaire de ce message n'est pas l'un des destinataires définis ci-dessus: (a) le récipiendaire a reçu ce message par erreur et est prié de détruire ce message, ainsi que les pièces jointes, et de notifier l'expéditeur, et (b) toute révision, diffusion, utilisation ou distribution de ce message ou des pièces jointes est interdite

Graham, Don

From: Singh, Ram
Sent: November 25, 2009 2:11 PM
To: 'ERIC.KAHLER@forces.gc.ca'; 'DANIEL.TUPLING@forces.gc.ca'; 'todd.lamb@me.com'; 'Todd.Lamb@rcmp-grc.gc.ca'
Subject: Re: BGRS

Well I am in a meeting where I am hearing a different story

----- Original Message -----

From: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>
To: Singh, Ram; DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; todd.lamb@me.com <todd.lamb@me.com>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
Sent: Wed Nov 25 13:56:56 2009
Subject: RE: BGRS

They have provided certain assurances to us, and when we address our critical concerns I think we'll receive them again.

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Tél'imprimeur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Wednesday, 25, November, 2009 13:44 PM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Tupling Maj FRD@CMP DGCB@Ottawa-Hull; todd.lamb@me.com; Todd.Lamb@rcmp-grc.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: BGRS

I am very concerned because of certain discoveries:

1. No counsellor provides listing of brokers to transferees
2. most BG's employees are job searching thus level of service dropped off
3. most employees refuse to go to winnipeg and halifax

Etc

R

Singh, Ram

From: Singh, Ram
Sent: November 26, 2009 9:35 AM
To: Zovatto, Claudia; Danagher, Dan
Cc: Singh, Ram
Subject: Fw: Communiqué to GOC Departmental Coordinators
Importance: High
Attachments: 01 Dec_2009_GOC_Communique_Bilingual.pdf

I have asked that BGRS not release this material in its entirety - they can announce the down time but the rest go from TBS, RCMP nd CF

- got full support from committee
R

From: Eliane Savard <esavard@royalpage2.com>
To: Singh, Ram
Sent: Wed Nov 25 10:20:16 2009
Subject: Communiqué to GOC Departmental Coordinators

Good morning Ram,

As discussed yesterday, find attached the Communiqué that we intend to send to Coordinators.

FYI and per article 4.2.2 f. of the IRP contract, we have requested TA approval, as all communication materials developed for circulation to DAs must have written approval of the TA prior to distribution.

Best regards,
Eliane

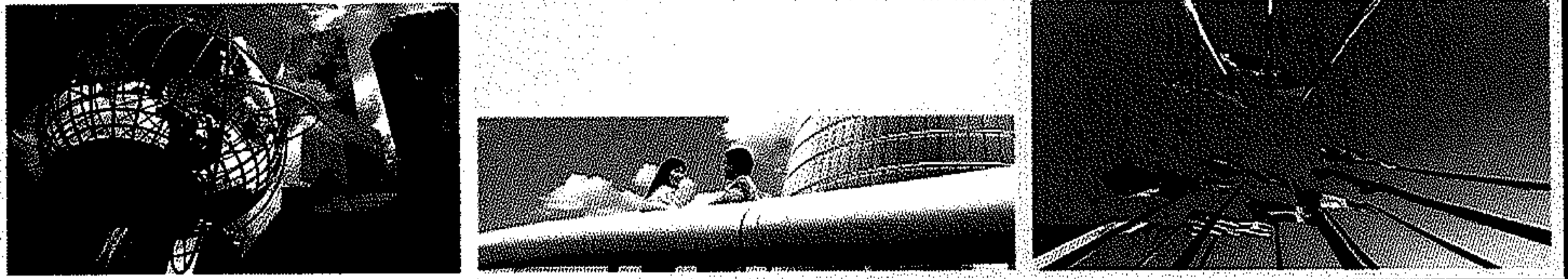
Eliane Savard
Directeure, Service Clients
Services gouvernementaux
Services globaux de relogement Brookfield
(anciennement Services de relogement Royal LePage)
Tél: (613) 236-1682
Télé: (613) 236-8231
esavard@royalpage2.com

Eliane Savard
Director, Client Services
Government Services
Brookfield Global Relocation Services
(formerly Royal LePage Relocation Services)
Tel: (613) 236-1682
Fax: (613) 236-8231
esavard@royalpage2.com

Brookfield

The information contained in this message is the property of an entity operating as part of Brookfield Residential Property Services and is intended only for the confidential use of the persons or entities to whom it is addressed. This message, together with any attachments, is proprietary and confidential, may contain inside information, and may be subject to the attorney-client privilege and/or the attorney work product doctrine. If the reader of this message is not one of the addressees set forth above: (a) the reader has received this message in error and is directed to destroy this message, together with any attachments, and notify the sender, and (b) any review, dissemination, use or distribution of this message or any attachments is prohibited. Thank you.

L'information contenue dans ce message est la propriété d'une entité opérant dans le cadre de Brookfield Residential Property Services et est destinée uniquement à l'usage confidentiel des personnes ou des entités à qui elle est adressée. Ce message, ainsi que toutes les pièces jointes, est privé et confidentiel, peut contenir des informations privilégiées, et peut être soustrait à la divulgation en vertu de la loi applicable. Si le récipiendaire de ce message n'est pas l'un des destinataires définis ci-dessus: (a) le récipiendaire a reçu ce message par erreur et est prié de détruire ce message, ainsi que les pièces jointes, et de notifier l'expéditeur, et (b) toute révision, diffusion, utilisation ou distribution de ce message ou des pièces jointes est interdite



(Le texte en français suit)

The new contract for the Integrated Relocation Program (IRP) comes into effect on 01 December 2009, and Brookfield Global Relocation Services (Brookfield GRS) is both ready and eager to get going!

- **To implement these system changes, our Secure Website at www.relo dialogue.com will be down from 27 November (20:00 EST) to 01 December (00:05 EST). Through this transition weekend, Transferees and GOC Departmental Coordinators will not have access to the Secure Website. We appreciate your understanding and patience during this deployment.**

Formerly known as Royal LePage Relocation Services (RLRS), we have been administering relocation contracts for the Government of Canada (GOC) since 1994 and have seen many changes in that time, both in the scope of work and the capabilities of technology. Through all those years and all those changes, we have remained committed to the best interests of Transferees and Canada, focused on delivering both high-quality service and value for money within contract parameters.

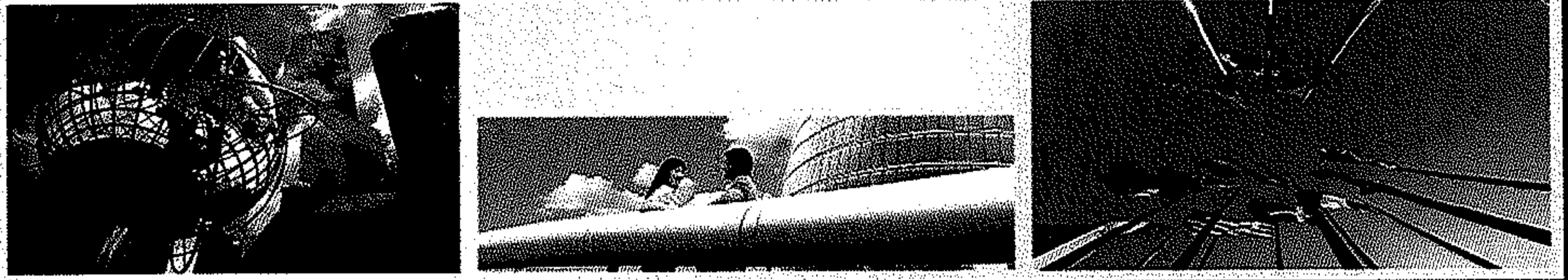
Under this new IRP Contract, Canada taken the opportunity to fine-tune the services and contract terms, and Brookfield GRS has taken the opportunity to apply operational lessons learned and the latest technology available. This communiqué highlights how our delivery innovations for this Contract will form the next chapter of our 15-year-long partnership.

✓ **INCREASING ADMINISTRATIVE EFFICIENCY**

To focus Relocation Advisors on Transferee consultations, Brookfield GRS is redistributing administrative tasks formerly handled by Relocation Advisors to an Administrative Support Centre (ASC). Each Transferee's point of contact will remain their Relocation Advisor: the ASC will complete back-office tasks that involve no interaction with Transferees. This enhancement will improve Transferee service by increasing accuracy, efficiency, and payment timeliness, allowing the Advisor more quality time with the Transferee.

✓ **IMPROVING CONSULTATION EFFECTIVENESS**

Consultation effectiveness is key to Transferee satisfaction and IRP success. The new Contract requires Brookfield GRS to implement a Relocation Checklist, signed by Transferees to confirm that they have received all pertinent information required during the course of their relocation.



To meet the Contract's objectives for consultation effectiveness, Brookfield GRS is also taking this opportunity to centralize our GOC office. To increase the quality of service delivery, we undertook to find a better way of offering relocation services to GOC employees.

Our solution? A centralized office in Winnipeg, which will offer significant benefits:

- better continuity of knowledge and service;
- easier recruitment of bilingual staff, drawing on the resident francophone community;
- easier staffing for office hours extending from 0700 to 2000 hours EST, capitalizing on Winnipeg's central location; and
- better service delivery, through standardized training and superior monitoring made possible in one location.

Although Brookfield GRS already has a Winnipeg office to support the GOC, we will be relocating to new premises to facilitate the expansion of the team.

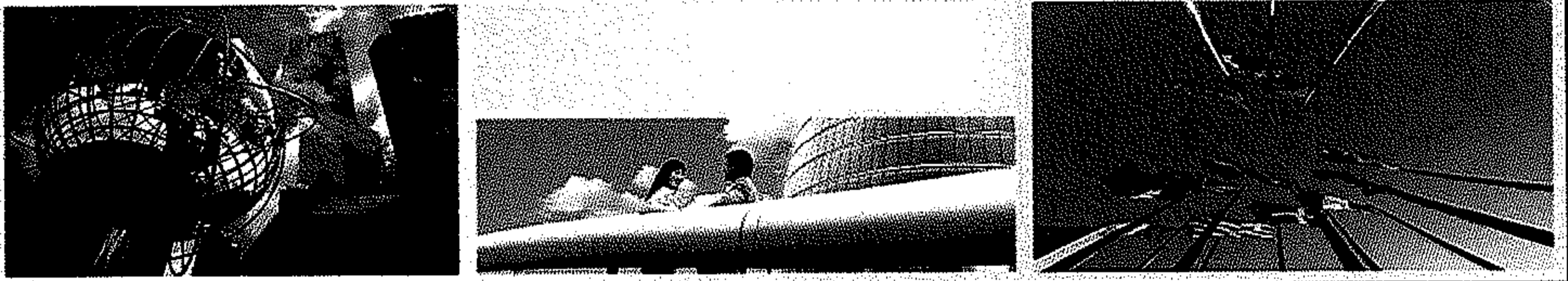
As we start this new Contract, our phased transition plan is well underway. The first group of 16 staff has been hired and is mid-way through their intensive initial training; a second group is currently being hired.

The transition of relocation files from regional offices to the expanded, centralized office in Winnipeg will occur over the next several months and be completed by 30 June 2010. As trained staff ramp up, progressively increasing numbers of newly authorized files will be assigned to the Winnipeg office.

✓ **MOVING WITH THE TIMES**

Our Secure Website already offers Transferees and GOC Departmental Coordinators the convenience of 24/7 access to a wide range of products and services. Since technology doesn't stand still, neither do we. For the new Contract, we have implemented significant online enhancements in search functionality and reporting, including an IRP System User manual for Coordinators.

In response to Transferee feedback, this new Contract reduces the volume of hard copy documents. All required documentation will be available electronically on the Transferee Secure Website.



Moreover, Transferees who expect a transfer can pre-register online, at www.irp-pri.com. As soon as we receive file authorization from their Department, Agency or Commission, we will notify the Transferee via email, allowing them to complete their online registration and commence their relocation process. Once registered, Transferees gain online access to all reading materials required to prepare for the first scheduled appointment with their assigned Relocation Advisor. They will also be able to upload all required documents, further expediting service delivery.

✓ **PURSUING BEST VALUE**

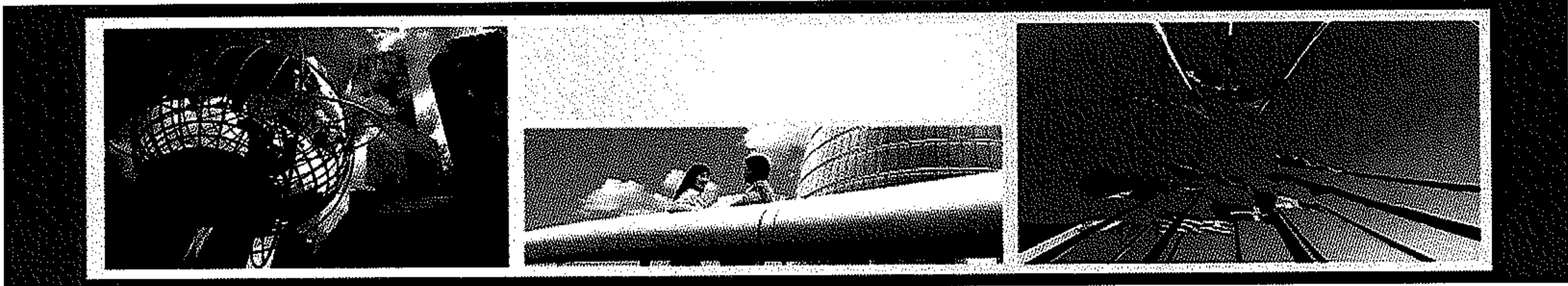
To meet the IRP's objective of providing Transferees with information, guidance and professional assistance throughout their relocation process, Transferees receive services from several Third Party Service Providers (TPSPs): real estate agents, lawyers and notaries, home inspectors and appraisers, and rental search agents.

Brookfield GRS will continue to offer TPSPs a no-charge opportunity to join the IRP TPSP Directory by agreeing to deliver high-quality services at contracted ceiling rates. In pursuing best value for Canada under the new Contract, we have established revised TPSP rates effective 01 December 2009. In this challenging economic environment, savings incurred by these rate changes will facilitate the GOC's management of relocation budgets.

- Transferees affected by the transition between the current and new IRP Contracts will all receive an email, outlining the impact on them. Transferees can verify new rates as of 01 December 2009 in *It's Your Move* on the Secure Website, at www.relodialogue.com, or contact their Relocation Advisor. Relocation Coordinators also have access to this information on the Secure Website.
- Finally, before we can pay TPSPs, the new Contract requires Transferees to certify in writing their satisfaction with the services received.

✓ **MANAGING INVOICING CHANGES**

The new Contract has new file fees and new invoicing terms; this information will be available on the Secure Website as of 01 December 2009.



Brookfield GRS has also introduced tighter security controls, which will further protect the integrity of financial transactions and data.

In addition, Brookfield GRS has been updating our invoice and final account summary documents to replace our former corporate name. The old name has not appeared on any invoice document since 19 October 2009. We will, of course, continue to accept payments under the Royal LePage Relocation Services (RLRS) until your internal vendor systems are all updated.

Please continue to remit all payments to the following address:

P.O. Box 3840
 c/o CIBC Main Branch
 199 Bay Street
 Toronto, ON
 M5L 1K1

In conclusion, Brookfield GRS has been an integral part of the IRP and its precursor contracts for 15 years. In that time, we believe we have become more than a supplier: we believe we have become a partner with Canada in providing GOC Transferees with the best possible relocation experience. Under the new IRP Contract, we look forward to continuing in this tradition of strong communication, cooperation, and collaboration. If you have any questions about the new IRP Contract and how it will affect you and your Transferees, please do not hesitate to contact us.

Jeanette Jones
 Manager, Regional
 Teams NJC/RCMP
 604.453.8803
jjones@royalpage2.com

Stephanie Sliwinski
 National Coordinator,
 Client Accounts
 416.386.6065
ssliwinski@royalpage2.com

Eliane Savard
 Director,
 Client Services
 613.236.1682
esavard@royalpage2.com

Michel Bonin
 Senior Vice President,
 Government Services
 613.236.3011
michel.bonin@brookfieldgrs.com



Le nouveau contrat pour le Programme de réinstallation intégré (PRI) entre en vigueur le 1 décembre 2009 et les Services globaux de relogement Brookfield (SGR Brookfield) sont à la fois prêts et empressés d'aller de l'avant!

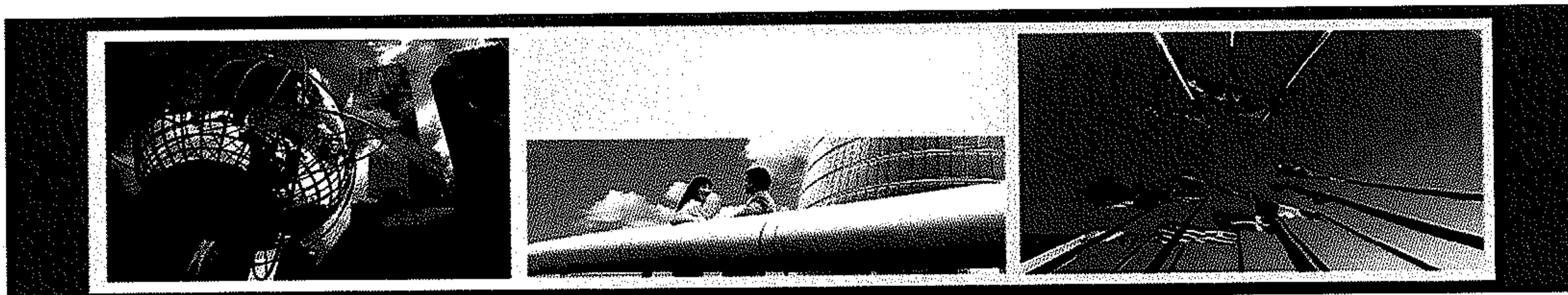
- **Pour nous permettre de mettre en place ces modifications au système, notre site Web protégé au www.relodialogue.com sera inaccessible du 27 novembre (20h HNE) au 1 décembre (0h05 HNE). Au cours de ce weekend de transition, les personnes transférées et les coordonnateurs ministériels du GC n'auront pas accès au site Web protégé. Nous vous remercions de votre compréhension et de votre patience lors de ce déploiement.**

Anciennement connu sous le nom des Services de relogement Royal LePage (SRRL), nous administrons des contrats de réinstallation pour le gouvernement du Canada (GC) depuis 1994 et avons connu de nombreux changements depuis cette époque, tant au niveau du champ d'action que des capacités de la technologie. Au fil de toutes ces années et tous ces changements, nous sommes demeurés engagés à travailler pour le meilleur intérêt des personnes transférées et du Canada, se consacrant à fournir à la fois un service de valeur et de haute qualité dans les paramètres du contrat.

En vertu de ce nouveau contrat du PRI, Canada a saisi l'occasion d'affiner les services et les modalités du contrat, et les SGR Brookfield ont saisi l'occasion d'appliquer les leçons opérationnelles apprises et la dernière technologie disponible. Ce communiqué annonce la façon dont nos innovations de livraison de ce contrat constitueront le prochain chapitre de ce partenariat des 15 dernières années.

✓ **ACCROÎTRE L'EFFICACITÉ ADMINISTRATIVE**

Afin de permettre aux conseillers en relogement de mieux se concentrer sur la réinstallation des personnes transférées, les SGR Brookfield procèdent à une redistribution des tâches administratives, autrefois traitées par les conseillers en relogement, à un centre de soutien administratif (CSA). Le point de contact de chaque personne transférée restera son conseiller en relogement : le CSA complètera les tâches de bureau qui ne comportent aucune interaction avec la personne transférée. Cette amélioration permettra d'améliorer le service aux personnes transférées en améliorant la précision, l'efficacité et la rapidité de paiement, en laissant plus de temps de qualité entre le conseiller et la personne transférée.



✓ **AMÉLIORER L'EFFICACITÉ DE LA CONSULTATION**

L'efficacité de la consultation est la clé de la satisfaction de la personne transférée et du succès du PRI. Le nouveau contrat exige que les SGR Brookfield mettent en place une feuille de contrôle de réinstallation, signée par la personne transférée pour confirmer qu'elle a reçu toutes les informations pertinentes requises au cours de sa réinstallation.

Pour atteindre les objectifs du contrat concernant l'efficacité de la consultation, les SGR Brookfield profitent aussi de cette occasion pour centraliser leur bureau pour le GC. Afin de rehausser la qualité de la prestation de services, nous avons entrepris de trouver une meilleure façon d'offrir des services de réinstallation aux employés du GC.

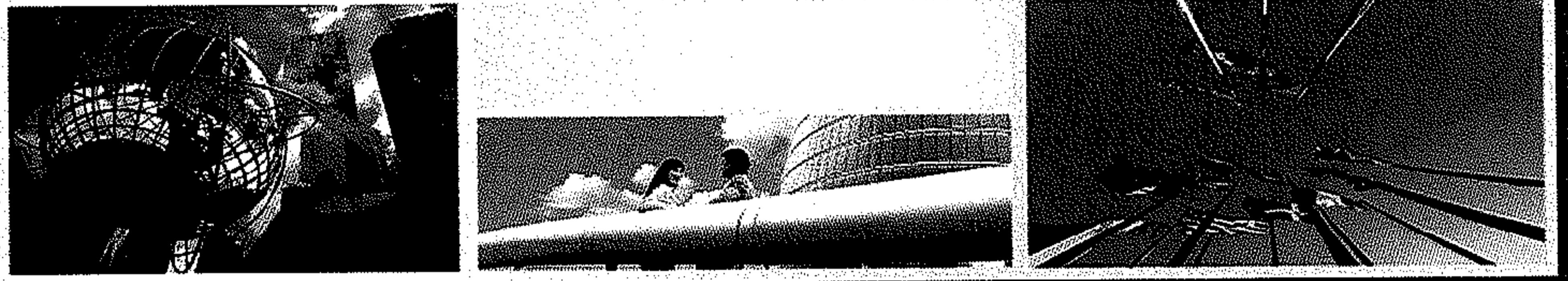
Notre solution? Un bureau centralisé à Winnipeg, qui offrira des avantages importants :

- une meilleure continuité des connaissances et des services;
- le recrutement plus facile de personnel bilingue, en s'appuyant sur la communauté francophone;
- la dotation en personnel plus facile pour les heures de bureau s'étendant de 7h à 20h HNE, en capitalisant sur l'emplacement central de Winnipeg, et
- une meilleure prestation de services, grâce à une formation normalisée et de suivi supérieure rendue possible en un seul endroit.

Bien que les SGR Brookfield ont déjà un bureau à Winnipeg pour appuyer le GC, nous seront relocalisés dans de nouveaux locaux pour faciliter l'expansion de l'équipe.

Alors que nous commençons ce nouveau contrat, notre plan de transition par étapes est bien en cours. Le premier groupe de 16 employés a été embauché et est à mi-chemin de sa formation initiale intensive; nous recrutons actuellement un deuxième groupe.

La transition des dossiers de réinstallation des bureaux régionaux au bureau élargi centralisé à Winnipeg se produira au cours des prochains mois et sera terminée d'ici le 30 juin 2010. Alors que le personnel qualifié entre en place, un nombre croissant de dossiers nouvellement autorisés sera affecté au bureau de Winnipeg.



✓ **ÉVOLUER AVEC LE TEMPS**

Notre site Web protégé propose déjà aux personnes transférées et aux coordonnateurs ministériels du GC la commodité d'un accès 24 / 7 à un large éventail de produits et services. Puisque la technologie ne s'arrête pas, nous continuons nous aussi, d'aller de l'avant. Pour le nouveau contrat, nous avons mis en place des améliorations en ligne significatives dans la fonctionnalité de recherche et des rapports, y compris un Guide d'utilisateur du système du PRI à l'intention des coordonnateurs.

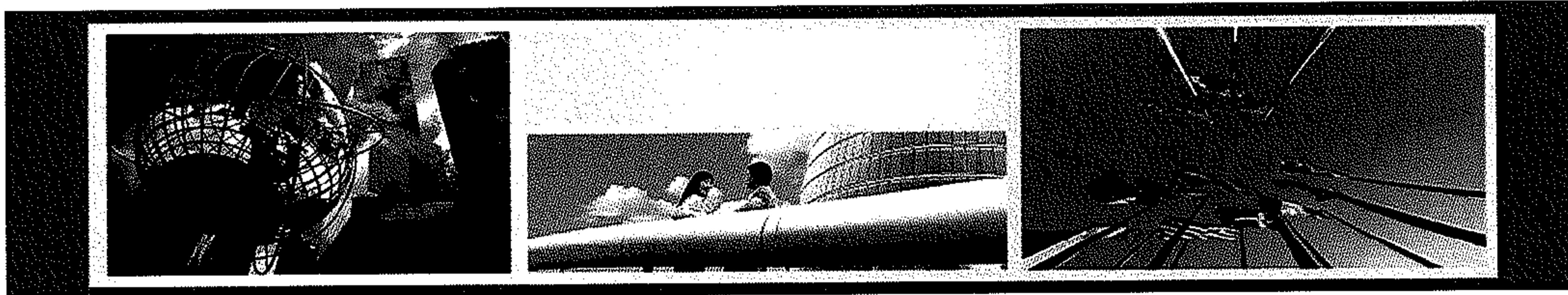
En réponse aux commentaires des personnes transférées, ce nouveau contrat permet de réduire le volume de documents papier. De ce fait, tous les documents nécessaires seront disponibles électroniquement sur le site Web protégé à l'intention de la personne transférée.

De plus, la personne transférée qui s'attend à être mutée peut se préenregistrer en ligne, au www.irp-pri.com. Dès que nous recevons l'autorisation de son dossier par son ministère, organisme ou commission, nous en informerons la personne transférée par courriel, lui permettant de compléter son inscription en ligne et commencer son processus de réinstallation. Une fois inscrite, la personne transférée peut accéder en ligne à tout le matériel de lecture nécessaire pour préparer le premier rendez-vous avec son conseiller en relogement assigné. Elle sera également en mesure de télécharger tous les documents requis, ce qui accélère encore la prestation de services.

✓ **POUR SUIVRE LA MEILLEURE VALEUR**

Pour répondre à l'objectif du PRI d'offrir aux personnes transférées des informations, des conseils et une assistance professionnelle tout au long de leur processus de réinstallation, les personnes transférées reçoivent des services de plusieurs tiers fournisseurs de services (TFS) : agents immobiliers, avocats et notaires, inspecteurs en bâtiment et évaluateurs, et des agents en recherche de logement.

Les SGR Brookfield continueront d'offrir aux TFS une occasion sans frais de s'inscrire au répertoire des TFS du PRI en acceptant de fournir des services de haute qualité à des prix plafonds contractuels. Dans la poursuite de la meilleure valeur pour le Canada dans le cadre du nouveau contrat, nous avons établi des taux révisés pour les TFS en vigueur le 1 décembre 2009. Dans cet environnement économique difficile, les économies



engagées par ces changements de taux faciliteront la gestion des budgets de réinstallation par le GC.

- Les personnes transférées touchées par la transition entre le contrat actuel du PRI et le nouveau contrat, recevront toutes un courriel indiquant l'impact sur elles. Les personnes transférées peuvent vérifier les nouveaux taux au 1 décembre 2009 dans le manuel *C'est votre déménagement* sur le site Web protégé au www.relo dialogue.com, ou communiquer avec leur conseiller en relogement. Les coordonnateurs en réinstallation ont aussi accès à ces informations sur le site Web protégé.
- Enfin, avant que nous puissions payer un TFS, le nouveau contrat impose aux personnes transférées d'attester par écrit leur satisfaction à l'égard des services reçus.

✓ GESTION DES CHANGEMENTS À LA FACTURATION

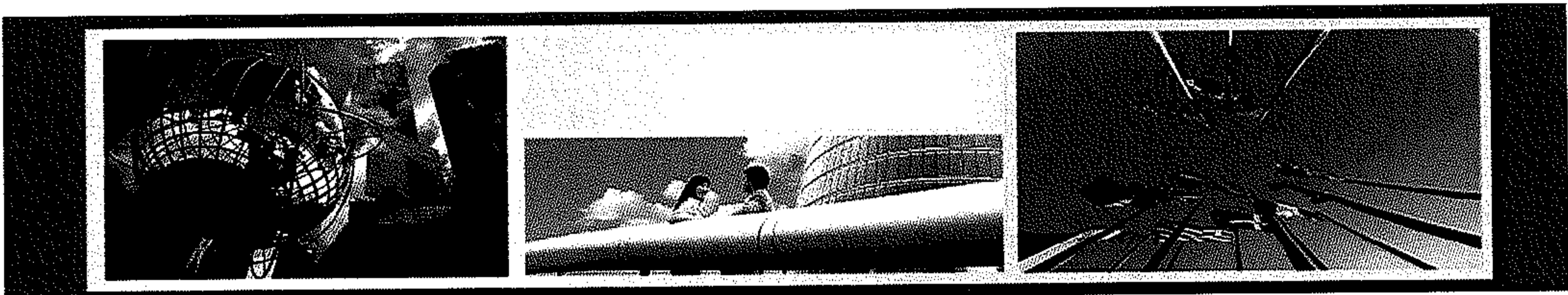
Le nouveau contrat comporte de nouveaux frais de dossier et de nouvelles conditions de facturation; ces informations seront disponibles sur le site Web protégé à compter du 1 décembre 2009.

De plus, Brookfield a introduit des contrôles de sécurité plus stricts, ce qui permettra de protéger davantage l'intégrité des transactions financières et des données.

En outre, les SGR Brookfield ont mis à jour leur facture et sommaire final de compte en remplaçant l'ancien nom de notre entreprise. L'ancien nom n'a pas été utilisé sur aucune facture depuis le 19 octobre 2009. Nous allons, bien entendu, continuer à accepter les paiements effectués à l'ordre des Services de relogement Royal LePage (SRRL) jusqu'à ce que vos systèmes internes de fournisseurs soient tous mis à jour.

Veuillez continuer à verser la totalité des paiements à l'adresse suivante :

CP 3840
a/s Succ. principale de la CIBC
199 rue Bay
Toronto, ON
M5L 1K1



En conclusion, les SGR Brookfield sont une partie intégrante du PRI et de ses contrats précurseurs depuis 15 ans. Depuis ce temps, nous croyons que nous sommes devenus bien plus qu'un fournisseur : nous croyons que nous sommes devenus un partenaire avec Canada en fournissant aux personnes transférées du GC la meilleure expérience en réinstallation possible. Dans le cadre du nouveau contrat du PRI, nous nous réjouissons de poursuivre cette tradition de communication, de coopération et de collaboration solide. Si vous avez des questions concernant le nouveau contrat du PRI et comment il va vous affecter vous et votre personnel transféré, n'hésitez pas à nous contacter.

Jeanette Jones
Gestionnaire, Équipes
régionales CNM/GRC
604.453.8803
jjones@royalpage2.com

Stéphanie Sliwinski
Coordonnatrice nationale,
Comptes-clients
416.386.6065
ssliwinski@royalpage2.com

Eliane Savard
Directeure,
Service Clients
613.236.1682
esavard@royalpage2.com

Michel Bonin
Vice-président principal,
Services aux gouvernements
613.236.3011
michel.bonin@brookfieldgrs.com

Graham, Don

From: Singh, Ram
Sent: December 1, 2009 4:25 PM
To: 'Tamara.Chamberlain@tpsgc-pwgsc.gc.ca'
Cc: Singh, Ram
Subject: Re: Amendment - IRP Contract - 11.0 Limitation of expenditure

Thanks

I asked for the report we discussed and as soon as I get it I will pass it on

Funny thing is that when I was discussing this with Michel last night and again today he said that we took the requirement out in an amendment but I can't remember this

I was discussing the mortgage breaking penalty issue informally with the BAs and another department in order to prepare the bulletin document - the one I brought up at the meeting

Tk kr
R

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: Todd Lamb <Todd.Lamb@rcmp-grc.gc.ca>; Ray Duguay <ray.duguay@rcmp-grc.gc.ca>; Singh, Ram
Cc: Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>
Sent: Tue Dec 01 11:15:25 2009
Subject: RE: Amendment - IRP Contract - 11.0 Limitation of expenditure

Good morning

As indicated in the email below, please find the attached signed copy of Amendment 007 for your records.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: Tamara Chamberlain
Sent: Monday, November 30, 2009 7:49 PM
To: 'ERIC.KAHLER@forces.gc.ca'; 'Todd Lamb'; 'Ray Duguay'; 'Ram.Singh@tbs-sct.gc.ca'
Subject: Amendment - IRP Contract - 11.0 Limitation of expenditure

All

I received the attached report from Brookfield this afternoon. With the existing contract set to expire at 11:59 pm tonight, Brookfield has been working to close as many authorized files as possible prior to expiry. The attached

report reflects the amounts they anticipate will be invoiced based on files closed as of 30 Nov 09, as well as Retro Active Pay Allowance and Retro Active Policy, as applicable. I have modified the report to show the resulting shortfall on each contract due to the extra efforts put in my Brookfield to close as many files as possible before expiry.

In order to ensure sufficient funds are available under each contract for the identified shortfall, a contract amendment has been prepared (see attached) and will be issued tonight. I apologize that this information was not available sooner, however final numbers were requested from and provided by Brookfield this afternoon. An amendment could not be postponed until tomorrow.

Please note that the only element being modified under the amendment is the Limitation of Expenditure to ensure sufficient funds are available under the contract for closed files being invoiced. There are no other changes to the scope of the work nor the contract terms and conditions.

As a result, the following amendment is being made to the contracts tonight. A signed copy of the amendment will be provided shortly.

CF Contract

- Anticipated shortfall of \$2.44M based on estimated invoice amounts.
- Additional Funds being added \$2.55M (to cover the anticipated shortfall and includes a buffer in case estimate is still a little low).

RCMP/GOC Contract

- Anticipated shortfall of \$259,005.86
- Additional Funds being added \$285K (to cover the anticipated shortfall and includes a buffer in case estimate is still a little low).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: Michel Bonin [mailto:mbonin@rlrs.com]
Sent: Monday, November 30, 2009 4:46 PM
To: Tamara Chamberlain
Subject: FW: IRP Contract - 11.0 Limitation of expenditure

From:
Sent: November 30, 2009 4:45 PM
To:
Cc:
Subject: IRP Contract - 11.0 Limitation of expenditure

Hello Michel,

2011-01-25

001086

Please find attached an updated report as of November 30th, 2009. Please note that DND fees are an estimate. The real fee invoice that we'll run tomorrow might be a little different.

Thanks

**PLEASE NOTE MY NEW CONTACT INFORMATION:
If you are having difficulties reaching me, please contact me by telephone**

Manager, Finance
Brookfield Residential Property Services
100 Sparks Street, Suite 801
Ottawa Ontario K1P 5B7

Fax: 613-236-1209

E-mail: [@brookfieldrps.com](mailto: @brookfieldrps.com)

Website: www.brookfieldrps.com

Brookfield

The information in this message is intended only for the person(s) to whom it is addressed and may contain private or confidential information. If you receive this message in error, please contact the sender immediately and promptly delete the message.

Graham, Don

From: Singh, Ram
Sent: December 2, 2009 11:50 AM
To: Zovatto, Claudia; Abraham, Elsie
Cc: Singh, Ram
Subject: FW: IRP Ad-hoc Reporting Access
Importance: High
Attachments: System Requirements.rtf

As discussed and agreed to that we go with a stand-alone unit giving me direct access to BGRS's system. I will have to download data and adhoc reports.

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: @brookfieldrps.com]
Sent: November 30, 2009 10:02 AM
To: Singh, Ram; eric.kahler@forces.gc.ca; DANIEL.TUPLING@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; tamara.chamberlain@tpsgc-pwgsc.gc.ca; stephane.chevrier@pwgsc.gc.ca; Todd.Lamb@rcmp-grc.gc.ca
Cc: Eliane Savard
Subject: RE: IRP Ad-hoc Reporting Access

Ram,

Attached are the system requirements. More detailed installation instructions to follow.

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: November-28-09 12:03 AM
To: eric.kahler@forces.gc.ca; DANIEL.TUPLING@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; tamara.chamberlain@tpsgc-pwgsc.gc.ca; stephane.chevrier@pwgsc.gc.ca; Todd.Lamb@rcmp-grc.gc.ca
Cc: Ram.Singh@tbs-sct.gc.ca
Subject: Re: IRP Ad-hoc Reporting Access

TBS will be going for a stand alone unit

I need a detailed listing of necessary hardware and software along with access requirements such as internet lines etc

R

From: @brookfieldrps.com>

2011-01-25

001088

To: Singh, Ram; eric.kahler@forces.gc.ca <eric.kahler@forces.gc.ca>; DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>; ray.duguay@rcmp-grc.gc.ca <ray.duguay@rcmp-grc.gc.ca>; tamara.chamberlain@tpsgc-pwgsc.gc.ca <tamara.chamberlain@tpsgc-pwgsc.gc.ca>; stephane.chevrier@pwgsc.gc.ca <stephane.chevrier@pwgsc.gc.ca>; Todd.Lamb@rcmp-grc.gc.ca <Todd.Lamb@rcmp-grc.gc.ca>
Sent: Mon Nov 23 17:53:43 2009
Subject: IRP Ad-hoc Reporting Access

All,

We would like to start the process of getting you setup to access the reporting Ad-Hoc reporting data.

As you are well aware, the reporting solution will give you free access to Protected B information dating back to at least 2004. Brookfield has an contractual obligation to ensure this information is kept securely. To this end you will be required to install VPN software on any computer you wish to use to build and run Ad-Hoc reports. For those of you not familiar, VPN (Virtual Private Network) is a tool that allows communications to happened across the internet in a very secure manner.

Here are the immediate steps we would like to take.

1. VPN Test. Please provide me with an IT contact we can work with to test and confirm VPN functionality in your environment.
2. Install Excel 2007. Please make arrangements to have Excel 2007 installed on your computer.
3. VPN Installation. Assuming VPN testing is successful we will work with your IT team to arrange installation on your computer.

If you have any questions or concerns, please feel free to contact me via e-mail or phone.

Regards,

Brookfield Residential Property Services

Office
Mobile

Please note my new e-mail address,

@brookfieldrps.com

Hardware

Component	Minimum	Recommended
Computer Processor	500 MHz processor	1 GHz Processor, Dual Core
RAM	256 Ram	1 Gig (Windows XP) 2 Gig (Vista, Windows 7)
Operating System	Windows XP Professional, SP2	Windows XP Professional, SP2
Display	1024x768	1280x800
Internet access	3 Mbps Download speed	5Mbps Download speed

Required Software

- Microsoft Excel 2007
- Citrix Access Gateway (License purchased by Brookfield)
- Microsoft SQL Server 2008 Analysis Services 10.0 OLE DB Provider (available for download)

We request that any computer connecting to the Brookfield environment have appropriate Virus software installed.

Graham, Don

From: Singh, Ram
Sent: January 15, 2010 10:24 AM
To: Zovatto, Claudia; Tuckey, Sharron; Nash, Cynthia; Tremblay, Jo-Anne; Ross, Sean
Cc: Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Importance: High

The delegation was piloted at the same time the Integrated Relocation Program was going through its pilot phase. At that time the IRP was not for the entire federal public service, instead it was being applied to exempt employees and uniform members of the two Forces.

When the IRP was confirmed as the permanent relocation program we were faced with definite caps in certain areas of relocation along with an exemption authority delegated to the Secretariat only. Furthermore, the current policy for Initial appointees restrict relocation assistance to \$5,000 per file also.

As a result of this unique authority under the relocation program this meant that the delegation instrument as it was being piloted had to be amended and this was done by inserting section 4 which states the following:

"the intent is ... not to be used as means to circumvent otherwise justifiable ceilings and/or limitations that are policy specific".

Hence for files under the Integrated Relocation Program we ask employers to submit a business case justifying the application of the delegation on a case by case basis. Once we approve the request then employers can apply the delegation.

Some cases as an example:

1. An employee forced to relocate by the employer may incur a mortgage penalty that exceeds the limitation in the Directive. The business case submitted will include the justification why the employee is being forced to relocate.
2. An individual being recruited from outside the Federal public service to work in an Isolated Post area or because of a needed speciality may be reluctant to accept an appointment which limits relocation assistance at \$5,000. Here again we would have to approve increased funding.
3. An employee may be relocating to an Isolated Post area where Crown housing is the accommodation. As a result the employee cannot port the mortgage and must break the mortgage with a penalty in excess of the amount allowed under the Directive. Here again we would have to review the consequences and apply the delegation to remove undue hardship.
4. An employee subject to relocation has moved into temporary accommodations but for personal reasons failed to finalize permanent accommodations. A sympathetic manager may wish to assist with an extension of the temporary accommodation assistance to allow the employee to finalize a more permanent arrangement and has approved increased assistance. The request will be denied because it is a personal decision to allow adequate time provided to lapse and public funds cannot be applied in those situations. Of course the decision will be challenged but the reality is that the employee had adequate time to conclude the temporary arrangements and failed to do so.

These are a few scenarios under relocation that we have had to look at.

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et

politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Zovatto, Claudia
Sent: January 15, 2010 9:57 AM
To: Tuckey, Sharron; Singh, Ram; Nash, Cynthia; Tremblay, Jo-Anne
Cc: Ross, Sean
Subject: RE: 2004 delegation of authority to departments

Colleagues,
Please work together to prepare a response. Ram - please take the lead in drafting the overall message, with your colleagues providing the specific examples.

Thank you,
Claudia

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour Relations | Rémunération et relations de travail Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Claudia.Zovatto@tbs-sct.gc.ca Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-952-3002 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Tuckey, Sharron
Sent: January 15, 2010 9:09 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Sean:

Good morning. As discussed, please send these types of inquiries to our attention as we address these on a regular basis. Also, the status of the individual person and applicable travel policies (including those set by Privy Council Office) impacts each individual response (as per our travel CHART). Thanks

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage) Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM Compensation and Labour Relations | Rémunération et Relations de travail Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sharron.Tuckey@tbs-sct.gc.ca Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ross, Sean
Sent: January 14, 2010 4:12 PM
To: 'Peters, Michael'
Cc: Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Good afternoon Mr. Peters,

Given that your query deals with issues related to the Travel and Relocation Directives, in my view, it would be more appropriate that it be addressed by my colleague Claudia Zovatto, Senior Director, Union Engagement and NJC Support since Travel and Relocation fall within her purview.

Consequently, I have taken the liberty of copying Ms. Zovatto on this note so that she can respond to you directly.

Please do not hesitate to contact me should you require any further assistance.

Sean Ross

Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Sean.Ross@tbs-sct.gc.ca

Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 /

Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]

Sent: January 13, 2010 9:11 AM

To: Ross, Sean

Cc: Bourcier, Lucie; Derragh, Shaun

Subject: RE: 2004 delegation of authority to departments

Mr. Ross,

Our deputy head and our CFO are requesting some clarifications regarding the special delegation provided to deputy heads in this memo. Could you please provide specific examples showing how this special delegation could be applied?

We would also need to clarify if departments and organizations need to request approval from TBS for cases NOT exceeding \$10,000 before applying this authority. The second last paragraph states that "requests for payments in excess of \$10,000 will continue to require the approval of the Assistant Secretary, Labour Relations, at the Treasury Board Secretariat".

INTENT: The memo says that "the intent is ... not to be used as means to circumvent otherwise justifiable ceilings and/or limitations that are policy specific".

TRAVEL DIRECTIVE: the memo also provides "expenses of a family member's travel in situations of serious employee illness or death while in travel status" as an example when the special delegation can be applied. But this item is already covered in section 5.2.4 of the travel directive and there does not seem to be any kind of ceiling or limitations in the directive itself, except common sense.

RELOCATION DIRECTIVE: The memo provides "additional relocation assistance on recruitment" as an example when this special delegation can be applied. There seems to be conflict between the intent and the example provided as they seem to cancel each other. Additional assistance could be interpreted as circumventing ceilings that are specific to the relocation policy.

Your assistance is appreciated in helping clarify how the special delegation can be

properly used by our deputy head. If you need further clarifications, don't hesitate to contact me.

Truly yours,

Michael Peters
Senior Financial Advisor | Conseiller financier principal
Policy and Quality Assurance | Politiques et assurance de la qualité
Finance and acquisitions | Finances et acquisitions
Public Prosecution Service of Canada | Service des poursuites pénales du Canada
301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON K1A 0H8
michael.peters@ppsc-sppc.gc.ca
Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur 613-941-9398
Government of Canada | Gouvernement du Canada
<http://www.ppsc-sppc.gc.ca>

-----Original Message-----
From: Sean.Ross@tbs-sct.gc.ca [mailto:Sean.Ross@tbs-sct.gc.ca]
Sent: 2010-Jan-08 12:30 PM
To: Peters, Michael
Subject: RE: 2004 delegation of authority to departments

It is still in effect. Thanks.

Sean Ross
Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Télécopieur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----
From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]
Sent: January 8, 2010 12:10 PM
To: Ross, Sean
Subject: 2004 delegation of authority to departments

> Mr. Ross,
>
> Could you please confirm if the information bulletin "Delegation of authority to departments" dated December 8, 2004, is still in effect? A pdf copy is attached.
> If not, has it been replaced by another instrument?
> If not, when was it cancelled?
>
> I appreciate your assistance. If you have questions, please don't hesitate to contact me.
>
> Truly yours,
>
> Michael Peters
> Senior Financial Advisor | Conseiller financier principal Policy and
> Quality Assurance | Politiques et assurance de la qualité Finance and
> acquisitions | Finances et acquisitions Public Prosecution Service of
> Canada | Service des poursuites pénales du Canada
> 301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON K1A 0H8

> michael.peters@ppsc-sppc.gc.ca PPSCFinancialPolicy@ppsc-sppc.gc.ca
> Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur
> 613-941-9398 Government of Canada | Gouvernement du Canada
> <http://www.ppsc-sppc.gc.ca>
>
> > <<20041208 Delegation of Authority to depts from TB.pdf>>

Graham, Don

From: Singh, Ram
Sent: January 18, 2010 10:55 AM
To: Zovatto, Claudia
Subject: Fw: change of RCMP point of contact

FYI only

We had some long conversations on this so I am sharing R

----- Original Message -----

From: Todd Lamb <Todd.Lamb@rcmp-grc.gc.ca>
To: Eric Kahler <KAHLER.EC@forces.gc.ca>; Dan Tupling <TUPLING.FRD@forces.gc.ca>; Singh, Ram
Sent: Mon Jan 18 10:37:54 2010
Subject: change of RCMP point of contact

Good morning.

Effective immediately, Inspector Ray Duguay will be the RCMP point of contact for all IRP procurement and contract matters and will represent the RCMP at all meetings.

I will be managing the changes resulting from the recommendations of the OAG and SCOPA and the performance of the BGRS Contract but only from an RCMP point of view.

Regards,
Todd

Graham, Don

From: Singh, Ram
Sent: January 18, 2010 12:06 PM
To: Nash, Cynthia
Cc: Singh, Ram
Subject: Re: 2004 delegation of authority to departments

I understand but can u give me the text u wish for me to use in the document please. CZ wants a generic document with examples of application and I understand her point of view. I will discuss with her tomorrow that maybe we amend the document to be better understood
Thanks

R

From: Nash, Cynthia
To: Singh, Ram
Sent: Mon Jan 18 11:41:13 2010
Subject: RE: 2004 delegation of authority to departments

Ram:

Regarding the FSDs, the only time that the delegation has been used by Departments is in the purchase of Special Risk Insurance for CBS employees posted to Afghanistan.

-----Original Message-----

From: Singh, Ram
Sent: January 18, 2010 5:29 AM
To: Tuckey, Sharron
Cc: Ross, Sean; Zovatto, Claudia; Nash, Cynthia; Tremblay, Jo-Anne; Chalifoux, Suzanne; Singh, Ram
Subject: Re: 2004 delegation of authority to departments

Hi!

Unfortunately I cannot do that. Claudia insists on each of you providing me with some examples as to how this delegation may be applied in your areas of responsibility (similar to what I provided) and that will be included in my document not only for him but for any future enquiries

R

----- Original Message -----

From: Tuckey, Sharron
To: Singh, Ram
Cc: Ross, Sean; Zovatto, Claudia; Nash, Cynthia; Tremblay, Jo-Anne; Chalifoux, Suzanne
Sent: Fri Jan 15 13:50:32 2010
Subject: RE: 2004 delegation of authority to departments

Ram:

Good afternoon. As per Claudia's request/ email - the travel input. We have already been liaising with Michael Peter's PPSC since December 2009, hence I do not

2011-01-20

001097

understand why he is "opinion polling" at TBS.

In order to respond to his inquiry below, I would need to discuss the issue with him - as generic responses to hypothetical situations is undesirable and departments use them as TBS direction.

In the response back to him, please ask him to liaise directly with both Suzanne Chalifoux and I. Thank you.

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM
Compensation and Labour Relations | Rémunération et Relations de travail
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Zovatto, Claudia
Sent: January 15, 2010 9:57 AM
To: Tuckey, Sharron; Singh, Ram; Nash, Cynthia; Tremblay, Jo-Anne
Cc: Ross, Sean
Subject: RE: 2004 delegation of authority to departments

Colleagues,
Please work together to prepare a response. Ram - please take the lead in drafting the overall message, with your colleagues providing the specific examples.

Thank you,
Claudia

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Tuckey, Sharron
Sent: January 15, 2010 9:09 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

2011-01-20

001098

Sean:

Good morning. As discussed, please send these types of inquiries to our attention as we address these on a regular basis. Also, the status of the individual person and applicable travel policies (including those set by Privy Council Office) impacts each individual response (as per our travel CHART). Thanks

Sharron Tuckey
 Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
 Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM
 Compensation and Labour Relations | Rémunération et Relations de travail
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Sharron.Tuckey@tbs-sct.gc.ca
 Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 /
 Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ross, Sean
 Sent: January 14, 2010 4:12 PM
 To: 'Peters, Michael'
 Cc: Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
 Subject: RE: 2004 delegation of authority to departments

Good afternoon Mr. Peters,

Given that your query deals with issues related to the Travel and Relocation Directives, in my view, it would be more appropriate that it be addressed by my colleague Claudia Zovatto, Senior Director, Union Engagement and NJC Support since Travel and Relocation fall within her purview.

Consequently, I have taken the liberty of copying Ms. Zovatto on this note so that she can respond to you directly.

Please do not hesitate to contact me should you require any further assistance.

Sean Ross
 Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat
 Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
 Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 Sean.Ross@tbs-sct.gc.ca
 Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 /
 Teletypewriter | Téléimprimeur 613-957-9090
 Government of Canada | Gouvernement du Canada

2011-01-20

001099

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]
 Sent: January 13, 2010 9:11 AM
 To: Ross, Sean
 Cc: Bourcier, Lucie; Derragh, Shaun
 Subject: RE: 2004 delegation of authority to departments

Mr. Ross,

Our deputy head and our CFO are requesting some clarifications regarding the special delegation provided to deputy heads in this memo. Could you please provide specific examples showing how this special delegation could be applied?

We would also need to clarify if departments and organizations need to request approval from TBS for cases NOT exceeding \$10,000 before applying this authority. The second last paragraph states that "requests for payments in excess of \$10,000 will continue to require the approval of the Assistant Secretary, Labour Relations, at the Treasury Board Secretariat".

INTENT: The memo says that "the intent is ... not to be used as means to circumvent otherwise justifiable ceilings and/or limitations that are policy specific".

TRAVEL DIRECTIVE: the memo also provides " expenses of a family member's travel in situations of serious employee illness or death while in travel status " as an example when the special delegation can be applied. But this item is already covered in section 5.2.4 of the travel directive and there does not seem to be any kind of ceiling or limitations in the directive itself, except common sense.

RELOCATION DIRECTIVE: The memo provides "additional relocation assistance on recruitment" as an example when this special delegation can be applied. There seems to be conflict between the intent and the example provided as they seem to cancel each other. Additional assistance could be interpreted as circumventing ceilings that are specific to the relocation policy.

Your assistance is appreciated in helping clarify how the special delegation can be properly used by our deputy head. If you need further clarifications, don't hesitate to contact me.

Truly yours,

Michael Peters
 Senior Financial Advisor | Conseiller financier principal
 Policy and Quality Assurance | Politiques et assurance de la qualité
 Finance and acquisitions | Finances et acquisitions
 Public Prosecution Service of Canada | Service des poursuites pénales du Canada
 301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa
 ON K1A 0H8
 michael.peters@ppsc-sppc.gc.ca
 Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur 613-941-9398
 Government of Canada | Gouvernement du Canada
<http://www.ppsc-sppc.gc.ca>

-----Original Message-----

From: Sean.Ross@tbs-sct.gc.ca [mailto:Sean.Ross@tbs-sct.gc.ca]
 Sent: 2010-Jan-08 12:30 PM

2011-01-20

001100

To: Peters, Michael
 Subject: RE: 2004 delegation of authority to departments

It is still in effect. Thanks.

Sean Ross
 Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]
 Sent: January 8, 2010 12:10 PM
 To: Ross, Sean
 Subject: 2004 delegation of authority to departments

> Mr. Ross,
 >
 > Could you please confirm if the information bulletin "Delegation of authority to departments" dated December 8, 2004, is still in effect? A pdf copy is attached.
 > If not, has it been replaced by another instrument?
 > If not, when was it cancelled?
 >
 > I appreciate your assistance. If you have questions, please don't hesitate to contact me.
 >
 > Truly yours,
 >
 > Michael Peters
 > Senior Financial Advisor | Conseiller financier principal Policy and Quality Assurance | Politiques et assurance de la qualité Finance and acquisitions | Finances et acquisitions Public Prosecution Service of Canada | Service des poursuites pénales du Canada
 > 301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON K1A 0H8
 > michael.peters@ppsc-sppc.gc.ca PPSCFinancialPolicy@ppsc-sppc.gc.ca
 > Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur
 > 613-941-9398 Government of Canada | Gouvernement du Canada
 > http://www.ppsc-sppc.gc.ca
 >
 > > <<20041208 Delegation of Authority to depts from TB.pdf>>

Graham, Don

From: Singh, Ram
Sent: January 25, 2010 2:55 PM
To: Tuckey, Sharron; Nash, Cynthia; Chalifoux, Suzanne; Tremblay, Jo-Anne
Cc: Ross, Sean; Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Importance: High

Hello folks! I know that we are all extremely busy but I have a task to complete as per CZ's directions and I would appreciate getting your input material - your examples the way you want it worded along with any "heads-up" for your policy document as the OPI.

Thank you.

Ow! Ow! That hurts, don't shoot at the messenger!!!

R

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tuckey, Sharron
Sent: January 15, 2010 1:51 PM
To: Singh, Ram
Cc: Ross, Sean; Zovatto, Claudia; Nash, Cynthia; Tremblay, Jo-Anne; Chalifoux, Suzanne
Subject: RE: 2004 delegation of authority to departments

Ram:

Good afternoon. As per Claudia's request/ email - the travel input. We have already been liaising with Michael Peter's PPSC since December 2009, hence I do not understand why he is "opinion polling" at TBS.

In order to respond to his inquiry below, I would need to discuss the issue with him - as generic responses to hypothetical situations is undesirable and departments use them as TBS direction.

In the response back to him, please ask him to liaise directly with both Suzanne Chalifoux and I. Thank you.

Sharron Tuckey

Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage) Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM Compensation and Labour Relations | Rémunération et Relations de travail Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sharron.Tuckey@tbs-sct.gc.ca Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Zovatto, Claudia
Sent: January 15, 2010 9:57 AM
To: Tuckey, Sharron; Singh, Ram; Nash, Cynthia; Tremblay, Jo-Anne
Cc: Ross, Sean
Subject: RE: 2004 delegation of authority to departments

Colleagues,
Please work together to prepare a response. Ram - please take the lead in drafting the overall message, with your colleagues providing the specific examples.

Thank you,
Claudia

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Télécopieur 613-952-3002
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Tuckey, Sharron
Sent: January 15, 2010 9:09 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Sean:

Good morning. As discussed, please send these types of inquiries to our attention as we address these on a regular basis. Also, the status of the individual person and applicable travel policies (including those set by Privy Council Office) impacts each individual response (as per our travel CHART). Thanks

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM
Compensation and Labour Relations | Rémunération et Relations de travail
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Télécopieur 613-957-9090
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ross, Sean
Sent: January 14, 2010 4:12 PM
To: 'Peters, Michael'
Cc: Zovatto, Claudia; Tuckey, Sharron; Singh, Ram

Subject: RE: 2004 delegation of authority to departments

Good afternoon Mr. Peters,

Given that your query deals with issues related to the Travel and Relocation Directives, in my view, it would be more appropriate that it be addressed by my colleague Claudia Zovatto, Senior Director, Union Engagement and NJC Support since Travel and Relocation fall within her purview.

Consequently, I have taken the liberty of copying Ms. Zovatto on this note so that she can respond to you directly.

Please do not hesitate to contact me should you require any further assistance.

Sean Ross

Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Sean.Ross@tbs-sct.gc.ca

Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 /

Teletypewriter | Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]

Sent: January 13, 2010 9:11 AM

To: Ross, Sean

Cc: Bourcier, Lucie; Derragh, Shaun

Subject: RE: 2004 delegation of authority to departments

Mr. Ross,

Our deputy head and our CFO are requesting some clarifications regarding the special delegation provided to deputy heads in this memo. Could you please provide specific examples showing how this special delegation could be applied?

We would also need to clarify if departments and organizations need to request approval from TBS for cases NOT exceeding \$10,000 before applying this authority. The second last paragraph states that "requests for payments in excess of \$10,000 will continue to require the approval of the Assistant Secretary, Labour Relations, at the Treasury Board Secretariat".

INTENT: The memo says that "the intent is ... not to be used as means to circumvent otherwise justifiable ceilings and/or limitations that are policy specific".

TRAVEL DIRECTIVE: the memo also provides "expenses of a family member's travel in situations of serious employee illness or death while in travel status" as an example when the special delegation can be applied. But this item is already covered in section 5.2.4 of the travel directive and there does not seem to be any kind of ceiling or limitations in the directive itself, except common sense.

RELOCATION DIRECTIVE: The memo provides "additional relocation assistance on recruitment" as an example when this special delegation can be applied. There seems to be conflict between the intent and the example provided as they seem to cancel each other. Additional assistance could be interpreted as circumventing ceilings that are specific to the relocation policy.

Your assistance is appreciated in helping clarify how the special delegation can be properly used by our deputy head. If you need further clarifications, don't hesitate to contact me.

Truly yours,

Michael Peters
Senior Financial Advisor | Conseiller financier principal
Policy and Quality Assurance | Politiques et assurance de la qualité
Finance and acquisitions | Finances et acquisitions
Public Prosecution Service of Canada | Service des poursuites pénales du Canada
301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON K1A 0H8
michael.peters@ppsc-sppc.gc.ca
Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur 613-941-9398
Government of Canada | Gouvernement du Canada
<http://www.ppsc-sppc.gc.ca>

-----Original Message-----

From: Sean.Ross@tbs-sct.gc.ca [mailto:Sean.Ross@tbs-sct.gc.ca]
Sent: 2010-Jan-08 12:30 PM
To: Peters, Michael
Subject: RE: 2004 delegation of authority to departments

It is still in effect. Thanks.

Sean Ross
Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Télécopieur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]
Sent: January 8, 2010 12:10 PM
To: Ross, Sean
Subject: 2004 delegation of authority to departments

> Mr. Ross,
>
> Could you please confirm if the information bulletin "Delegation of authority to departments" dated December 8, 2004, is still in effect? A pdf copy is attached.
> If not, has it been replaced by another instrument?
> If not, when was it cancelled?
>
> I appreciate your assistance. If you have questions, please don't hesitate to contact me.
>
> Truly yours,
>
> Michael Peters
> Senior Financial Advisor | Conseiller financier principal Policy and
> Quality Assurance | Politiques et assurance de la qualité Finance and
> acquisitions | Finances et acquisitions Public Prosecution Service of
> Canada | Service des poursuites pénales du Canada

> 301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON
K1A 0H8
> michael.peters@ppsc-sppc.gc.ca PPSCFinancialPolicy@ppsc-sppc.gc.ca
> Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur
> 613-941-9398 Government of Canada | Gouvernement du Canada
> <http://www.ppsc-sppc.gc.ca>
>
> > <<20041208 Delegation of Authority to depts from TB.pdf>>

Graham, Don

From: Singh, Ram
Sent: January 25, 2010 3:31 PM
To: Tuckey, Sharron; Nash, Cynthia; Chalifoux, Suzanne; Tremblay, Jo-Anne
Cc: Ross, Sean; Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Importance: High

Sharron with all due respect, I appreciate what you are saying and I have dealt with the individual in a similar manner (you know I hate the cafeteria shopping for answers). However what CZ has mentioned to me is for us to develop an internal document that touches on our policy documents so that it is available in future as a reference document for any query on the delegation instrument.

That is all I am interested in is trying to put together some examples from our areas of expertise on a document. It may end up in the shredder or burn bag but at least we would have done it.

R

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tuckey, Sharron
Sent: January 25, 2010 3:26 PM
To: Singh, Ram; Nash, Cynthia; Chalifoux, Suzanne; Tremblay, Jo-Anne
Cc: Ross, Sean; Zovatto, Claudia
Subject: RE: 2004 delegation of authority to departments

Ram:

Good afternoon - With respect to the travel we have already liaised with Michael Peters several times since December 2009, including sending him our CHART, therefore our response is as follows:

"For all travel related issues please liaise directly with Sharron Tuckey and Suzanne Chalifoux, TBS given the complexities of each specific situation is based on the status of the individual person travelling."

Thanks

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage) Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM Compensation and Labour Relations | Rémunération et Relations de travail Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sharron.Tuckey@tbs-sct.gc.ca Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Singh, Ram
Sent: January 25, 2010 2:55 PM
To: Tuckey, Sharron; Nash, Cynthia; Chalifoux, Suzanne; Tremblay, Jo-Anne
Cc: Ross, Sean; Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments
Importance: High

Hello folks! I know that we are all extremely busy but I have a task to complete as per CZ's directions and I would appreciate getting your input material - your examples the way you want it worded along with any "heads-up" for your policy document as the OPI.

Thank you.

Ow! Ow! That hurts, don't shoot at the messenger!!!

R

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

-----Original Message-----

From: Tuckey, Sharron
Sent: January 15, 2010 1:51 PM
To: Singh, Ram
Cc: Ross, Sean; Zovatto, Claudia; Nash, Cynthia; Tremblay, Jo-Anne; Chalifoux, Suzanne
Subject: RE: 2004 delegation of authority to departments

Ram:

Good afternoon. As per Claudia's request/ email - the travel input. We have already been liaising with Michael Peter's PPSC since December 2009, hence I do not understand why he is "opinion polling" at TBS.

In order to respond to his inquiry below, I would need to discuss the issue with him - as generic responses to hypothetical situations is undesirable and departments use them as TBS direction.

In the response back to him, please ask him to liaise directly with both Suzanne Chalifoux and I. Thank you.

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM
Compensation and Labour Relations | Rémunération et Relations de travail
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Télécopieur 613-957-9090

-----Original Message-----

From: Zovatto, Claudia
Sent: January 15, 2010 9:57 AM
To: Tuckey, Sharron; Singh, Ram; Nash, Cynthia; Tremblay, Jo-Anne
Cc: Ross, Sean
Subject: RE: 2004 delegation of authority to departments

Colleagues,
Please work together to prepare a response. Ram - please take the lead in drafting the overall message, with your colleagues providing the specific examples.

Thank you,
Claudia

Claudia Zovatto
Senior Director | Directeur principal
Union Engagement and National Joint Council support | Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations | Rémunération et relations de travail
Office of the Chief Human Resources Officer | Bureau de la Dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Claudia.Zovatto@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2027 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Téléimprimeur 613-952-3002
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Tuckey, Sharron
Sent: January 15, 2010 9:09 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Sean:

Good morning. As discussed, please send these types of inquiries to our attention as we address these on a regular basis. Also, the status of the individual person and applicable travel policies (including those set by Privy Council Office) impacts each individual response (as per our travel CHART). Thanks

Sharron Tuckey
Senior Policy and Program Analyst (Travel) | Conseiller Principal en politiques et programmes (voyage)
Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM
Compensation and Labour Relations | Rémunération et Relations de travail
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sharron.Tuckey@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3269 / Facsimile | Télécopieur 613-952-3002 /
Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Ross, Sean
Sent: January 14, 2010 4:12 PM
To: 'Peters, Michael'
Cc: Zovatto, Claudia; Tuckey, Sharron; Singh, Ram
Subject: RE: 2004 delegation of authority to departments

Good afternoon Mr. Peters,

Given that your query deals with issues related to the Travel and Relocation Directives, in my view, it would be more appropriate that it be addressed by my colleague Claudia Zovatto, Senior Director, Union Engagement and NJC Support since Travel and Relocation fall within her purview.

Consequently, I have taken the liberty of copying Ms. Zovatto on this note so that she can respond to you directly.

Please do not hesitate to contact me should you require any further assistance.

Sean Ross
Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca
Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 /
Teletypewriter | Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]
Sent: January 13, 2010 9:11 AM
To: Ross, Sean
Cc: Bourcier, Lucie; Derraugh, Shaun
Subject: RE: 2004 delegation of authority to departments

Mr. Ross,

Our deputy head and our CFO are requesting some clarifications regarding the special delegation provided to deputy heads in this memo. Could you please provide specific examples showing how this special delegation could be applied?

We would also need to clarify if departments and organizations need to request approval from TBS for cases NOT exceeding \$10,000 before applying this authority. The second last paragraph states that "requests for payments in excess of \$10,000 will continue to require the approval of the Assistant Secretary, Labour Relations, at the Treasury Board Secretariat".

INTENT: The memo says that "the intent is ... not to be used as means to circumvent otherwise justifiable ceilings and/or limitations that are policy specific".

TRAVEL DIRECTIVE: the memo also provides " expenses of a family member's travel in situations of serious employee illness or death while in travel status " as an example when the special delegation can be applied. But this item is already covered in section 5.2.4 of the travel directive and there does not seem to be any kind of ceiling or limitations in the directive itself, except common sense.

RELOCATION DIRECTIVE: The memo provides "additional relocation assistance on

recruitment" as an example when this special delegation can be applied. There seems to be conflict between the intent and the example provided as they seem to cancel each other. Additional assistance could be interpreted as circumventing ceilings that are specific to the relocation policy.

Your assistance is appreciated in helping clarify how the special delegation can be properly used by our deputy head. If you need further clarifications, don't hesitate to contact me.

Truly yours,

Michael Peters
Senior Financial Advisor | Conseiller financier principal
Policy and Quality Assurance | Politiques et assurance de la qualité
Finance and acquisitions | Finances et acquisitions
Public Prosecution Service of Canada | Service des poursuites pénales du Canada
301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON K1A 0H8
michael.peters@ppsc-sppc.gc.ca
Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur 613-941-9398
Government of Canada | Gouvernement du Canada
<http://www.ppsc-sppc.gc.ca>

-----Original Message-----

From: Sean.Ross@tbs-sct.gc.ca [mailto:Sean.Ross@tbs-sct.gc.ca]
Sent: 2010-Jan-08 12:30 PM
To: Peters, Michael
Subject: RE: 2004 delegation of authority to departments

It is still in effect. Thanks.

Sean Ross
Director, National Joint Council & Union Engagement | Directeur, conseil national mixte & engagement de syndicat Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Télécopieur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Peters, Michael [mailto:Michael.Peters@ppsc-sppc.gc.ca]
Sent: January 8, 2010 12:10 PM
To: Ross, Sean
Subject: 2004 delegation of authority to departments

> Mr. Ross,

>

> Could you please confirm if the information bulletin "Delegation of authority to departments" dated December 8, 2004, is still in effect? A pdf copy is attached.

> If not, has it been replaced by another instrument?

> If not, when was it cancelled?

>

> I appreciate your assistance. If you have questions, please don't hesitate to contact me.

>

> Truly yours,

>

> Michael Peters

> Senior Financial Advisor | Conseiller financier principal Policy and
> Quality Assurance | Politiques et assurance de la qualité Finance and
> acquisitions | Finances et acquisitions Public Prosecution Service of
> Canada | Service des poursuites pénales du Canada
> 301 Elgin Street, room 12, Ottawa ON K1A 0H8 | 301, rue Elgin, bureau 12, Ottawa ON
K1A 0H8
> michael.peters@ppsc-sppc.gc.ca PPSCFinancialPolicy@ppsc-sppc.gc.ca
> Telephone | Téléphone 613-946-0891 / Facsimile | Télécopieur
> 613-941-9398 Government of Canada | Gouvernement du Canada
> <http://www.ppsc-sppc.gc.ca>
>
> > <<20041208 Delegation of Authority to depts from TB.pdf>>

Singh, Ram

From: Danagher, Dan
Sent: February 5, 2010 2:06 PM
To: Zovatto, Claudia
Cc: Singh, Ram
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Thanks.

Dan Danagher
Executive Director | Directeur exécutif
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-3929 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada

From: Perras, Line **On Behalf Of** Zovatto, Claudia
Sent: February 5, 2010 2:06 PM
To: Danagher, Dan
Cc: Zovatto, Claudia; Singh, Ram
Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good afternoon Dan,

Here a response from Ram.

Line

Line Perras

Administrative Assistante | Adjointe administrative
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Line.Perras@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3282 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada

From: Singh, Ram

Sent: February 5, 2010 1:53 PM

To: Perras, Line

Cc: Zovatto, Claudia; Stever, Linda; Ross, Sean

Subject: Re: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

The amendment is fine

From: Perras, Line

To: Singh, Ram

Cc: Zovatto, Claudia; Stever, Linda; Ross, Sean

Sent: Fri Feb 05 13:04:12 2010

Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good afternoon Ram,

Could you see the email below. The email from Dan is overdue.

Thanks!

Line Perras

Administrative Assistante | Adjointe administrative

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Line.Perras@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3282 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Tél'imprimeur
613-957-9090

Gouvernement of Canada | Gouvernement du Canada

From: Stever, Linda

Sent: February 5, 2010 12:01 PM

To: Perras, Line

Cc: Ross, Sean; Zovatto, Claudia; Boucher, Mélanie

Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Importance: High

Bonjour Line,

As both Sean and Claudia are away today and that this is overdue, I suggest in the absence of an actor for Claudia, that you redirect this query to Ram Singh as it appears to deal with Relocation.

Many thanks.

Linda Stever

Senior Advisor, National Joint Council Employer-side Secretariat /
Conseillère principale, Secrétariat de la partie patronale du Conseil national mixte

Compensation and Labour Relations / Rémunération et relations de travail
Treasury Board of Canada Secretariat / Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5

Linda.Stever@tbs-sct.gc.ca

Telephone / Téléphone 613-952-2977 Facsimile / Télécopieur 613-952-3002 Teletypewriter / Téléimprimeur
613-957-9090

Government of Canada / Gouvernement du Canada

From: Perras, Line **On Behalf Of** Zovatto, Claudia

Sent: February 5, 2010 11:34 AM

To: Ross, Sean

Cc: Zovatto, Claudia; Boucher, Mélanie

Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Importance: High

Sean,

Je fais le suivi de la demande de Dan. Est-ce quelqu'un peut lui répondre?

Merci!

Line Perras

Administrative Assistante | Adjointe administrative

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Line.Perras@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3282 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090

Gouvernement of Canada | Gouvernement du Canada

From: Danagher, Dan

Sent: February 5, 2010 11:13 AM

To: Zovatto, Claudia

Cc: Graham, Don

Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

2010-11-23

001115

I presume that our answer is forthcoming.

Dan Danagher

Executive Director | Directeur exécutif

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Dan.Danagher@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-3929 / Teletypewriter | Télécopieur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Tamara Chamberlain [<mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>]

Sent: February 5, 2010 9:24 AM

To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Danagher, Dan; Zovatto, Claudia; Francine Deleseleuc

Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Singh, Ram; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good morning

As noted below, feedback on the attached draft amendment was requested by COB yesterday. Provision of comments and/or acceptance **by 1:00 today** would be appreciated.

<<AMENDMENT 001_Rev2c4b.doc>>

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA | SPID, AB

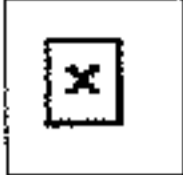
11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-8303

2010-11-23

001116



From: Tamara Chamberlain

Sent: Monday, February 01, 2010 4:38 PM

To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; 'Dan.Danagher@tbs-sct.gc.ca'; Claudia.Zovatto@tbs-sct.gc.ca; 'Francine Deleseleuc'

Cc: 'ERIC.KAHLER@forces.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date, a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.

2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- CF - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract.

Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.

- RCMP/GOC - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate

Direction générale des Approvisionnements | Acquisitions Branch
11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram
From: Danagher, Dan
Sent: February 5, 2010 2:08 PM
To: 'Tamara Chamberlain'; 'CELINE.BEDARD@forces.gc.ca'; 'LYNNE.MCKENNA-FLEMING@forces.gc.ca'; Zovatto, Claudia; 'Francine Deleseleuc'
Cc: 'ERIC.KAHLER@forces.gc.ca'; Singh, Ram; 'Ray Duguay'; 'Scott Leslie'; 'Jérôme Thauvette'; 'Stephane Chevrier'; Graham, Don
Subject: RE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

TBS is comfortable with the amendment. My apologies for our tardy reply.

Regards,

Dan

Dan Danagher
Executive Director | Directeur exécutif
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Dan.Danagher@tbs-sct.gc.ca
Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-3929 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: February 1, 2010 4:38 PM
To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Danagher, Dan; Zovatto, Claudia; Francine Deleseleuc
Cc: ERIC.KAHLER@forces.gc.ca; Singh, Ram; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date, a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.
2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- CF - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract. *Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.*
- RCMP/GOC - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate

Direction générale des Approvisionnements | Acquisitions Branch

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram

From: Perras, Line
Sent: February 5, 2010 2:10 PM
To: Danagher, Dan
Cc: Zovatto, Claudia; Singh, Ram
Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Dan,

Here another response from Ram. I apologize for the delay.

Line Perras

Administrative Assistante | Adjointe administrative
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Line.Perras@tbs-sct.gc.ca
Telephone | Téléphone 613-952-3282 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090
Government of Canada | Gouvernement du Canada

From: Singh, Ram
Sent: February 5, 2010 1:53 PM
To: Perras, Line
Cc: Zovatto, Claudia; Stever, Linda; Ross, Sean
Subject: Re: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

I had already advised PWGSC of this

From: Perras, Line
To: Singh, Ram
Cc: Zovatto, Claudia; Stever, Linda; Ross, Sean
Sent: Fri Feb 05 13:04:12 2010
Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good afternoon Ram,

Could you see the email below. The email from Dan is overdue.

Thanks!

Line Perras

Administrative Assistante | Adjointe administrative

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Line.Perras@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3282 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Stever, Linda
Sent: February 5, 2010 12:01 PM
To: Perras, Line
Cc: Ross, Sean; Zovatto, Claudia; Boucher, Mélanie
Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract
Importance: High

Bonjour Line,

As both Sean and Claudia are away today and that this is overdue, I suggest in the absence of an actor for Claudia, that you redirect this query to Ram Singh as it appears to deal with Relocation.

Many thanks.

Linda Stever
Senior Advisor, National Joint Council Employer-side Secretariat /
Conseillère principale, Secrétariat de la partie patronale du Conseil national mixte

Compensation and Labour Relations / Rémunération et relations de travail
Treasury Board of Canada Secretariat / Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Linda.Stever@tbs-sct.gc.ca
Telephone / Téléphone 613-952-2977 Facsimile / Télécopieur 613-952-3002 Teletypewriter / Téléimprimeur
613-957-9090
Government of Canada / Gouvernement du Canada

From: Perras, Line **On Behalf Of** Zovatto, Claudia
Sent: February 5, 2010 11:34 AM
To: Ross, Sean
Cc: Zovatto, Claudia; Boucher, Mélanie
Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract
Importance: High

Sean,

Je fais le suivi de la demande de Dan. Est-ce quelqu'un peut lui répondre?

Merci!

2010-11-23

001122

Line Perras

Administrative Assistante | Adjointe administrative

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Line.Perras@tbs-sct.gc.ca

Telephone | Téléphone 613-952-3282 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Télécopieur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Danagher, Dan

Sent: February 5, 2010 11:13 AM

To: Zovatto, Claudia

Cc: Graham, Don

Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

I presume that our answer is forthcoming.

Dan Danagher

Executive Director | Directeur exécutif

Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Dan.Danagher@tbs-sct.gc.ca

Telephone | Téléphone 613-952-2976 / Facsimile | Télécopieur 613-952-3929 / Teletypewriter | Télécopieur
613-957-9090

Government of Canada | Gouvernement du Canada

From: Tamara Chamberlain [<mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>]

2010-11-23

001123

Sent: February 5, 2010 9:24 AM

To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Danagher, Dan; Zovatto, Claudia; Francine Deleseleuc

Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Singh, Ram; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good morning

As noted below, feedback on the attached draft amendment was requested by COB yesterday. Provision of comments and/or acceptance **by 1:00 today** would be appreciated.

<<AMENDMENT 001_Rev2c4b.doc>>

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA | SPID, AB

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303



From: Tamara Chamberlain

Sent: Monday, February 01, 2010 4:38 PM

To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; 'Dan.Danagher@tbs-sct.gc.ca'; Claudia.Zovatto@tbs-sct.gc.ca; 'Francine Deleseleuc'

Cc: 'ERIC.KAHLER@forces.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date, a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.

2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

2010-11-23

001124

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- CF - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract.

Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.

- RCMP/GOC - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate

Direction générale des Approvisionnements | Acquisitions Branch
11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898
Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram

From: CELINE.BEDARD@forces.gc.ca
Sent: February 8, 2010 12:24 PM
To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Danagher, Dan; Zovatto, Claudia; Francine.Deleseleuc@rcmp-grc.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Singh, Ram; ray.duguay@rcmp-grc.gc.ca; Scott.Leslie@tpsgc-pwgsc.gc.ca; Jerome.Thauvette@tpsgc-pwgsc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

Sorry I didn't respond earlier as I was away last week and wanted to clarify some of the matters included in the amendment. Still did not have time to verify but was wondering if you had the info I was looking for:

- What is the difference between the Dept Natl Coord and the Departmental Authority? And why would we include that the DNC discuss changes of a tech matter with the DA; this seems to be an internal matter - not one with the contractor? Or did we intend to state that the DNC would discuss with the contractor and only the Contracting Authority can make changes?
- Progress payments for admin fee - why is it proposed to take out the proposal that they not be made 'not more than once per month'? Seems to me that receiving invoices more frequently is an administrative burden we could do without?
- The revised clause on progress payments for the admin fee also states that overpayments are to be refunded to the entity. Can this be done? It was my understanding that all refunds must be returned to the Receiver General for Canada unless the department has set up some special purpose account. If this is the case, have departments done so? and who will advise them? Moreover, it states that it is to be refunded to the entity 'contact' which is very vague - should it not be at least a DA?
- The clause on interest accrued states that this is to be shown as a credit on the final invoice. Is this an appropriate financial measure? This is money earned that should be provided to the Receiver General, not to be received by an entity to cover expenses. I understand the intent but I'm not sure this is permissible.

Regards

Céline Bédard

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Friday, 5, February, 2010 09:24 AM
To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine Deleseleuc
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good morning

As noted below, feedback on the attached draft amendment was requested by COB yesterday. Provision of comments and/or acceptance **by 1:00 today** would be appreciated.

<<AMENDMENT 001_Rev2c4b.doc>>

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA | SPID, AB

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

From: Tamara Chamberlain

Sent: Monday, February 01, 2010 4:38 PM

To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; 'Dan.Danagher@tbs-sct.gc.ca'; Claudia.Zovatto@tbs-sct.gc.ca; 'Francine Deleseleuc'

Cc: 'ERIC.KAHLER@forces.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date, a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.

2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- CF - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract.

Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.

- RCMP/GOC - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate

Direction générale des Approvisionnements | Acquisitions Branch

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram

From: Singh, Ram
Sent: February 8, 2010 3:46 PM
To: 'ERIC.KAHLER@forces.gc.ca'; 'ray.duguay@rcmp-grc.gc.ca'
Cc: Singh, Ram
Subject: Re: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

The experts who prepared the SOR had all the answers I presumed?

Under the contract raised by the former Committee all clients were supposed to release funds based on funding required on financial work sheets. These were to be held in an interest bearing trust account with the Receiver General being issued cheques covering interest earned.

On this matter unfortunately I was never consulted by the PWGSC experts.

D Singh TBS

From: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>
To: ray.duguay@rcmp-grc.gc.ca <ray.duguay@rcmp-grc.gc.ca>; Singh, Ram
Sent: Mon Feb 08 15:32:45 2010
Subject: FW: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Ray/Ram:

Was there ever any interest earned or is this clause just there to cover off the contingency of earning interest. It seems to me the Contractor would not put themselves in a position to earn interest anyway. What has been the procedure in the past for interest earned?

Eric Kahler
Commander | capitaine de frégate
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
Chief of Military Personnel | Chef du personnel militaire
National Defence | Défense nationale
Ottawa, Canada, K1A 0K2
eric.kahler@forces.gc.ca
Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
Teletypewriter (National Defence) | Téléimprimeur (Défense nationale) 1-800-467-9877
Government of Canada | Gouvernement du Canada

From: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull
Sent: Monday, 8, February, 2010 15:27 PM
To: 'Tamara Chamberlain'; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Monday, 8, February, 2010 13:26 PM
To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Thanks Celine

Please see below in response to your questions. Please let me know if I have missed anything.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: CELINE.BEDARD@forces.gc.ca [mailto:CELINE.BEDARD@forces.gc.ca]
Sent: Monday, February 08, 2010 12:24 PM
To: Tamara Chamberlain; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca;

Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca

Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

Sorry I didn't respond earlier as I was away last week and wanted to clarify some of the matters included in the amendment. Still did not have time to verify but was wondering if you had the info I was looking for:

- What is the difference between the Dept Natl Coord and the Departmental Authority? And why would we include that the DNC discuss changes of a tech matter with the DA; this seems to be an internal matter - not one with the contractor? Or did we intend to state that the DNC would discuss with the contractor and only the Contracting Authority can make changes? *[Tamara Chamberlain] The DNC is the coordinator at each individual government dept or agency who manages each file on a day to day basis, as such there is interaction with the Contractor. For the CF and RCMP, the DNC and DA could be, and likely are, the same person. For the GOC however, there are 80+ DNCs but only a single DA (TBS) who represents all GOC departments and agencies. The GOC DA is the single point of contact from a policy/contract perspective. Generally if a DNC (other than CF and RCMP) has a contractual question, they would bring it to GOC DA who would then raise the issue with the Technical Authority and then Contracting Authority as appropriate.*
- Progress payments for admin fee - why is it proposed to take out the proposal that they not be made 'not more than once per month'? Seems to me that receiving invoices more frequently is an administrative burden we could do without? *[Tamara Chamberlain] The 'not more than once per month' and the BOP Schedule for Payment are somewhat at odds in that the Schedule indicates that the Contractor will be paid for a file when it has reached a specific age following file authorization. As this has been the traditional application historically under the IRP and it was the method preferred by the clients, the revision was proposed to carry forward the historical process.*
- The revised clause on progress payments for the admin fee also states that overpayments are to be refunded to the entity. Can this be done? It was my understanding that all refunds must be returned to the Receiver General for Canada unless the department has set up some special purpose account. If this is the case, have departments done so? and who will advise them? Moreover, it states that it is to be refunded to the entity 'contact' which is very vague - should it not be at least a DA? *[Tamara Chamberlain] The entity contact, is the individual identified on the Relocation Authorization (in most cases, the DNC), as such it is not vague, but a named individual. Based on the Schedule for Payment set out in the Basis of Payment, there should never be an instance of overpayment of the Admin Fee, as the contractor can only invoice once a file has reached the allotted age or the relocation file is complete and closed. Further, the contractor can only invoice based on the admin fee set out in the contract. However, in the event that it does occur, your point is acknowledged. I believe the intent was for the refund to be provided to the RG but via the entity's contact so it is clear it was related to a particular relocation file. I am open to receiving some proposed text to address this issue and ensure it is stated more clearly. . Perhaps a simple inclusion at the end of the existing text would suffice (i.e. Any overpayment resulting from progress payments to otherwise must be refunded promptly to Canada "by means of a cheque to the Receiver General.")*
- The clause on interest accrued states that this is to be shown as a credit on the final invoice. Is this an appropriate financial measure? This is money earned that should be provided to the Receiver General, not to be received by an entity to cover expenses. I understand the intent but I'm not sure this is permissible. *[Tamara Chamberlain] As noted in correspondence to Michel Brisebois last week, I have been discussing this issue with a policy analyst internally. He in turn has consulted with Finance. It is my understanding based on these discussions that accrued interest is to go to the RG, however, the mechanism to do so may be more flexible and such our analyst is attempting to gather some additional feedback. In essence it may be possible for the departments to manage this internally by allowing both the administrative fee and the credit accrued interest to be included on the same invoice provided the department records the two elements separately in the financial system. Thus the fees would be charged to the operational costs, the accrued interest would be appropriately designated as funds for the RG and the net amount paid to the contractor would be as invoiced. This would not require a revision to the proposed text but would require the departments to apply it appropriately. I have committed to providing Michel with further updates as I receive additional details.*

Regards

Céline Bédard

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Friday, 5, February, 2010 09:24 AM
To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine Deleseleuc
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good morning

As noted below, feedback on the attached draft amendment was requested by COB yesterday. Provision of comments and/or acceptance **by 1:00 today** would be appreciated.

<<AMENDMENT 001_Rev2c4b.doc>>

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA | SPID, AB

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

From: Tamara Chamberlain
Sent: Monday, February 01, 2010 4:38 PM
To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; 'Dan.Danagher@tbs-sct.gc.ca'; Claudia.Zovatto@tbs-sct.gc.ca; 'Francine Deleseleuc'

Cc: 'ERIC.KAHLER@forces.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date, a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.

2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- CF - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract.

Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.

- **RCMP/GOC** - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / AManager

Direction des initiatives spéciales d'approvisionnement | Special Procurement Initiatives Directorate
Direction générale des Approvisionnements | Acquisitions Branch

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram

From: Singh, Ram
Sent: February 22, 2010 9:00 AM
To: 'Tamara Chamberlain'; 'CELINE.BEDARD@forces.gc.ca'; 'LYNNE.MCKENNA-FLEMING@forces.gc.ca'; Danagher, Dan; Zovatto, Claudia; 'francine.deleseleuc@rcmp-grc.gc.ca'
Cc: 'ERIC.KAHLER@forces.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'; 'ray.duguay@rcmp-grc.gc.ca'; Scott Leslie; Heather MacDonald; Stephane Chevrier; Singh, Ram
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract
Importance: High

What does this mean?

Canada may conduct a government audit and interim time and cost verifications and reserves

Also, I was not aware that a ZBA which clears daily accumulates interest?

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: February 22, 2010 8:43 AM
To: Singh, Ram; 'CELINE.BEDARD@forces.gc.ca'; 'LYNNE.MCKENNA-FLEMING@forces.gc.ca'; Danagher, Dan; Zovatto, Claudia; 'francine.deleseleuc@rcmp-grc.gc.ca'
Cc: 'ERIC.KAHLER@forces.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'; 'ray.duguay@rcmp-grc.gc.ca'; Scott Leslie; Heather MacDonald; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good afternoon

Please find the updated draft amendment for your records. The revisions recommended by by DND ADM(Mat) have been incorporated and the draft has been sent to the Contractor for review.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

2010-11-23

001134

From: Tamara Chamberlain
Sent: Tuesday, February 09, 2010 10:05 AM
To: 'Ram.Singh@tbs-sct.gc.ca'; CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Ram:

I appreciate this clarification. It is unfortunate this was not captured during the preparation of the draft amendment or in the earlier reviews by each DA. This clarification along with additional policy information, should allow us to address the question raised and ensure that the Finance group within each user department/agency can accurately account for overpayments and accrued interest in accordance with TB Policy.

Cdr Kahler:

Based on the below comments, I would ask that you confirm with each DA and advise on the following with respect to overpayments and accrued interest:

1. that a single consolidated report for all departments and agencies is not preferred.
2. that each individual department or agency should receive a report and cheque that is reflective of its relocations only.
3. if each report and cheque is to be delivered following each individual relocation or on an annual basis?

Celine:

We will review the original text to ensure it requires the contractor to issue a cheque, payable to the RG, for any instance of overpayment and/or interest accrued. Would such a revision suitably address your concerns and therefore, allow you to approve the draft amendment?

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]
Sent: Monday, February 08, 2010 3:53 PM
To: CELINE.BEDARD@forces.gc.ca; Tamara Chamberlain; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier; Ram.Singh@tbs-sct.gc.ca
Subject: Re: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

At no time as the program authority do I support a credit on an invoice because the coding structure cannot support such a credit since it is applicable to several files and will skew reporting information.

As in the past, interest earned should be payable to the RGC and sent to client departments who code those cheques into the financial reporting system of the departments for the RGC

D Ram Singh TBS
IR Program Authority

From: CELINE.BEDARD@forces.gc.ca <CELINE.BEDARD@forces.gc.ca>
To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>; LYNNE.MCKENNA-FLEMING@forces.gc.ca <LYNNE.MCKENNA-FLEMING@forces.gc.ca>; Danagher, Dan; Zovatto, Claudia; Francine.Deleseleuc@rcmp-grc.gc.ca <Francine.Deleseleuc@rcmp-grc.gc.ca>
Cc: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; Singh, Ram; ray.duguay@rcmp-grc.gc.ca <ray.duguay@rcmp-grc.gc.ca>; Scott.Leslie@tpsgc-pwgsc.gc.ca <Scott.Leslie@tpsgc-pwgsc.gc.ca>; Jerome.Thauvette@tpsgc-pwgsc.gc.ca <Jerome.Thauvette@tpsgc-pwgsc.gc.ca>; Stephane.Chevrier@tpsgc-pwgsc.gc.ca <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>
Sent: Mon Feb 08 15:26:40 2010
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

I do not support finalizing this amendment given that further clarification is still required on questions 3 and 4 below.

From your answers, it seems that the intent is that the amounts will be returned to the RG but that you are still verifying with Finance as to the mechanics to make this happen. I am concerned that this may not be the understanding of the various entities; that they expect to see their invoice 'credited' by the interest therefore reducing their expense. Similarly that some overpayment of the admin fee, as unlikely as you state below, will be returned to them. Maybe the DAs and the Program Authority can confirm their expectation and understanding?

As well, if all these amounts go to the RG, then there is no need to return it to the individual departments, but a consolidated report for overpayments and interest earned could be prepared, thereby sparing each department complex invoice verification procedures that would include tracking amounts to be sent to the RG. This is just a suggestion, and is not a key issue for me.

Maybe your finance people provide the necessary wording that you are looking for in question 3? when they provide further feedback on the interest question?

Thanks for your prompt reply to my concerns

Céline Bédard
A/DG Proc Svcs - DG Serv d'acq p.i.
(613) 996-8935

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Monday, 8, February, 2010 13:26 PM
To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Thanks Celine

Please see below in response to your questions. Please let me know if I have missed anything.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: CELINE.BEDARD@forces.gc.ca [mailto:CELINE.BEDARD@forces.gc.ca]**Sent:** Monday, February 08, 2010 12:24 PM**To:** Tamara Chamberlain; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca**Cc:** ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier**Subject:** RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

Sorry I didn't respond earlier as I was away last week and wanted to clarify some of the matters included in the amendment. Still did not have time to verify but was wondering if you had the info I was looking for:

- What is the difference between the Dept Natl Coord and the Departmental Authority? And why would we include that the DNC discuss changes of a tech matter with the DA; this seems to be an internal matter - not one with the contractor? Or did we intend to state that the DNC would discuss with the contractor and only the Contracting Authority can make changes? *[Tamara Chamberlain] The DNC is the coordinator at each individual government dept or agency who manages each file on a day to day basis, as such there is interaction with the Contractor. For the CF and RCMP, the DNC and DA could be, and likely are, the same person. For the GOC however, there are 80+ DNCs but only a single DA (TBS) who represents all GOC departments and agencies. The GOC DA is the single point of contact from a policy/contract perspective. Generally if a DNC (other than CF and RCMP) has a contractual question, they would bring it to GOC DA who would then raise the issue with the Technical Authority and then Contracting Authority as appropriate.*
- Progress payments for admin fee - why is it proposed to take out the proposal that they not be made 'not more than once per month'? Seems to me that receiving invoices more frequently is an administrative burden we could do without? *[Tamara Chamberlain] The 'not more than once per month' and the BOP Schedule for Payment are somewhat at odds in that the Schedule indicates that the Contractor will be paid for a file when it has reached a specific age following file authorization. As this has been the traditional application historically under the IRP and it was the method preferred by the clients, the revision was proposed to carry forward the historical process.*
- The revised clause on progress payments for the admin fee also states that overpayments are to be refunded to the entity. Can this be done? It was my understanding that all refunds must be returned to the Receiver General for Canada unless the department has set up some special purpose account. If this is the case, have departments done so? and who will advise them? Moreover, it states that it is to be refunded to the entity 'contact' which is very vague - should it not be at least a DA? *[Tamara Chamberlain] The entity contact, is the individual identified on the Relocation Authorization (in most cases, the DNC), as such it is not vague, but a named individual. Based on the Schedule for Payment set out in the Basis of Payment, there should never be an instance of overpayment of the Admin Fee, as the contractor can only invoice once a file has reached the allotted age or the relocation file is complete and closed. Further, the contractor can only invoice based on the admin fee set out in the contract. However, in the event that it does occur, your point is acknowledged. I believe the intent was for the refund to be provided to the RG but via the entity's contact so it is clear it was related to a particular relocation file. I am open to receiving some proposed text to address this issue and ensure it is stated more clearly. . Perhaps a simple inclusion at the end of the existing text would suffice (i.e. Any overpayment resulting from progress payments to otherwise must be refunded promptly to Canada "by means of a cheque to the Receiver General.")*
- The clause on interest accrued states that this is to be shown as a credit on the final invoice. Is this an appropriate financial measure? This is money earned that should be provided to the Receiver General, not

to be received by an entity to cover expenses. I understand the intent but I'm not sure this is permissible. [Tamara Chamberlain] As noted in correspondence to Michel Brisebois last week, I have been discussing this issue with a policy analyst internally. He in turn has consulted with Finance. It is my understanding based on these discussions that accrued interest is to go to the RG, however, the mechanism to do so may be more flexible and such our analyst is attempting to gather some additional feedback. In essence it may be possible for the departments to manage this internally by allowing both the administrative fee and the credit accrued interest to be included on the same invoice provided the department records the two elements separately in the financial system. Thus the fees would be charged to the operational costs, the accrued interest would be appropriately designated as funds for the RG and the net amount paid to the contractor would be as invoiced. This would not require a revision to the proposed text but would require the departments to apply it appropriately. I have committed to providing Michel with further updates as I receive additional details.

Regards

Céline Bédard

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Friday, 5, February, 2010 09:24 AM
To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine Deleseleuc
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good morning

As noted below, feedback on the attached draft amendment was requested by COB yesterday. Provision of comments and/or acceptance **by 1:00 today** would be appreciated.

<<AMENDMENT 001_Rev2c4b.doc>>

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA | SPID, AB

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

From: Tamara Chamberlain
Sent: Monday, February 01, 2010 4:38 PM
To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; 'Dan.Danagher@tbs-sct.gc.ca'; Claudia.Zovatto@tbs-sct.gc.ca; 'Francine Deleseleuc'

Cc: 'ERIC.KAHLER@forces.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date,

a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.

2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- CF - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract.

Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.

- RCMP/GOC - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate
Direction générale des Approvisionnements | Acquisitions Branch

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram

From: Tamara Chamberlain [Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: February 22, 2010 8:43 AM
To: Singh, Ram; 'CELINE.BEDARD@forces.gc.ca'; 'LYNNE.MCKENNA-FLEMING@forces.gc.ca'; Danagher, Dan; Zovatto, Claudia; 'francine.deleseleuc@rcmp-grc.gc.ca'
Cc: 'ERIC.KAHLER@forces.gc.ca'; 'MICHEL.BRISEBOIS@forces.gc.ca'; 'ray.duguay@rcmp-grc.gc.ca'; Scott Leslie; Heather MacDonald; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract
Attachments: AMENDMENT 001_Rev3.doc

Good afternoon

Please find the updated draft amendment for your records. The revisions recommended by DND ADM(Mat) have been incorporated and the draft has been sent to the Contractor for review.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: Tamara Chamberlain
Sent: Tuesday, February 09, 2010 10:05 AM
To: 'Ram.Singh@tbs-sct.gc.ca'; CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Ram:

I appreciate this clarification. It is unfortunate this was not captured during the preparation of the draft amendment or in the earlier reviews by each DA. This clarification along with additional policy information, should allow us to address the question raised and ensure that the Finance group within each user department/agency can accurately account for overpayments and accrued interest in accordance with TB Policy.

Cdr Kahler:

Based on the below comments, I would ask that you confirm with each DA and advise on the following with respect to overpayments and accrued interest:

1. that a single consolidated report for all departments and agencies is not preferred.
2. that each individual department or agency should receive a report and cheque that is reflective of its relocations only.
3. if each report and cheque is to be delivered following each individual relocation or on an annual basis?

Celine:

We will review the original text to ensure it requires the contractor to issue a cheque, payable to the RG, for any instance of overpayment and/or interest accrued. Would such a revision suitably address your concerns and therefore, allow you to approve the draft amendment?

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Monday, February 08, 2010 3:53 PM

To: CELINE.BEDARD@forces.gc.ca; Tamara Chamberlain; LYNNE.MCKENNA-FLEMING@forces.gc.ca;

Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; francine.deleseleuc@rcmp-grc.gc.ca

Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier; Ram.Singh@tbs-sct.gc.ca

Subject: Re: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

At no time as the program authority do I support a credit on an invoice because the coding structure cannot support such a credit since it is applicable to several files and will skew reporting information.

As in the past, interest earned should be payable to the RGC and sent to client departments who code those cheques into the financial reporting system of the departments for the RGC

D Ram Singh TBS
IR Program Authority

From: CELINE.BEDARD@forces.gc.ca <CELINE.BEDARD@forces.gc.ca>

To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>; LYNNE.MCKENNA-FLEMING@forces.gc.ca <LYNNE.MCKENNA-FLEMING@forces.gc.ca>; Danagher, Dan; Zovatto, Claudia; Francine.Deleseleuc@rcmp-grc.gc.ca <Francine.Deleseleuc@rcmp-grc.gc.ca>

Cc: ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>; MICHEL.BRISEBOIS@forces.gc.ca <MICHEL.BRISEBOIS@forces.gc.ca>; Singh, Ram; ray.duguay@rcmp-grc.gc.ca <ray.duguay@rcmp-grc.gc.ca>; Scott.Leslie@tpsgc-pwgsc.gc.ca <Scott.Leslie@tpsgc-pwgsc.gc.ca>; Jerome.Thauvette@tpsgc-pwgsc.gc.ca <Jerome.Thauvette@tpsgc-pwgsc.gc.ca>; Stephane.Chevrier@tpsgc-pwgsc.gc.ca <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>

Sent: Mon Feb 08 15:26:40 2010

Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

I do not support finalizing this amendment given that further clarification is still required on questions 3 and 4 below.

From your answers, it seems that the intent is that the amounts will be returned to the RG but that you are still verifying with Finance as to the mechanics to make this happen. I am concerned that this may not be the understanding of the various entities; that they expect to see their invoice 'credited' by the interest therefore reducing their expense. Similarly that some overpayment of the admin fee, as unlikely as you state below, will be returned to them. Maybe the DAs and the Program Authority can confirm their expectation and understanding?

As well, if all these amounts go to the RG, then there is no need to return it to the individual departments, but a consolidated report for overpayments and interest earned could be prepared, thereby sparing each department complex invoice verification procedures that would include tracking amounts to be sent to the RG. This is just a suggestion, and is not a key issue for me.

2010-11-23

001141

Maybe your finance people provide the necessary wording that you are looking for in question 3? when they provide further feedback on the interest question?

Thanks for your prompt reply to my concerns

Céline Bédard
A/DG Proc Svcs - DG Serv d'acq p.i.
(613) 996-8935

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]
Sent: Monday, 8, February, 2010 13:26 PM
To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca
Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Thanks Celine

Please see below in response to your questions. Please let me know if I have missed anything.

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: CELINE.BEDARD@forces.gc.ca [mailto:CELINE.BEDARD@forces.gc.ca]
Sent: Monday, February 08, 2010 12:24 PM
To: Tamara Chamberlain; LYNNE.MCKENNA-FLEMING@forces.gc.ca; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine.Deleseleuc@rcmp-grc.gc.ca
Cc: ERIC.KAHLER@forces.gc.ca; MICHEL.BRISEBOIS@forces.gc.ca; Ram.Singh@tbs-sct.gc.ca; ray.duguay@rcmp-grc.gc.ca; Scott Leslie; Jérôme Thauvette; Stephane Chevrier
Subject: RE: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Tamara,

Sorry I didn't respond earlier as I was away last week and wanted to clarify some of the matters included in the amendment. Still did not have time to verify but was wondering if you had the info I was looking for:

- What is the difference between the Dept Natl Coord and the Departmental Authority? And why would we include that the DNC discuss changes of a tech matter with the DA; this seems to be an internal matter - not one with the contractor? Or did we intend to state that the DNC would discuss with the contractor and only the Contracting Authority can make changes? [Tamara Chamberlain] The DNC is the coordinator at each individual government dept or agency who manages each file on a day to day basis, as such there is

interaction with the Contractor. For the CF and RCMP, the DNC and DA could be, and likely are, the same person. For the GOC however, there are 80+ DNCs but only a single DA (TBS) who represents all GOC departments and agencies. The GOC DA is the single point of contact from a policy/contract perspective. Generally if a DNC (other than CF and RCMP) has a contractual question, they would bring it to GOC DA who would then raise the issue with the Technical Authority and then Contracting Authority as appropriate.

- Progress payments for admin fee - why is it proposed to take out the proposal that they not be made 'not more than once per month'? Seems to me that receiving invoices more frequently is an administrative burden we could do without? [Tamara Chamberlain] The 'not more than once per month' and the BOP Schedule for Payment are somewhat at odds in that the Schedule indicates that the Contractor will be paid for a file when it has reached a specific age following file authorization. As this has been the traditional application historically under the IRP and it was the method preferred by the clients, the revision was proposed to carry forward the historical process.
- The revised clause on progress payments for the admin fee also states that overpayments are to be refunded to the entity. Can this be done? It was my understanding that all refunds must be returned to the Receiver General for Canada unless the department has set up some special purpose account. If this is the case, have departments done so? and who will advise them? Moreover, it states that it is to be refunded to the entity 'contact' which is very vague - should it not be at least a DA? [Tamara Chamberlain] The entity contact, is the individual identified on the Relocation Authorization (in most cases, the DNC), as such it is not vague, but a named individual. Based on the Schedule for Payment set out in the Basis of Payment, there should never be an instance of overpayment of the Admin Fee, as the contractor can only invoice once a file has reached the allotted age or the relocation file is complete and closed. Further, the contractor can only invoice based on the admin fee set out in the contract. However, in the event that it does occur, your point is acknowledged. I believe the intent was for the refund to be provided to the RG but via the entity's contact so it is clear it was related to a particular relocation file. I am open to receiving some proposed text to address this issue and ensure it is stated more clearly. . Perhaps a simple inclusion at the end of the existing text would suffice (i.e. Any overpayment resulting from progress payments to otherwise must be refunded promptly to Canada "by means of a cheque to the Receiver General.")
- The clause on interest accrued states that this is to be shown as a credit on the final invoice. Is this an appropriate financial measure? This is money earned that should be provided to the Receiver General, not to be received by an entity to cover expenses. I understand the intent but I'm not sure this is permissible. [Tamara Chamberlain] As noted in correspondence to Michel Brisebois last week, I have been discussing this issue with a policy analyst internally. He in turn has consulted with Finance. It is my understanding based on these discussions that accrued interest is to go to the RG, however, the mechanism to do so may be more flexible and such our analyst is attempting to gather some additional feedback. In essence it may be possible for the departments to manage this internally by allowing both the administrative fee and the credit accrued interest to be included on the same invoice provided the department records the two elements separately in the financial system. Thus the fees would be charged to the operational costs, the accrued interest would be appropriately designated as funds for the RG and the net amount paid to the contractor would be as invoiced. This would not require a revision to the proposed text but would require the departments to apply it appropriately. I have committed to providing Michel with further updates as I receive additional details.

Regards

Céline Bédard

From: Tamara Chamberlain [mailto:Tamara.Chamberlain@tpsgc-pwgsc.gc.ca]

Sent: Friday, 5, February, 2010 09:24 AM

To: Bedard C@ADM(Mat) DG Proc Svcs@Ottawa-Hull; McKenna-Fleming LP@CMP DPSP@Ottawa-Hull; Dan.Danagher@tbs-sct.gc.ca; Claudia.Zovatto@tbs-sct.gc.ca; Francine Deleseleuc

Cc: Kahler Cdr EC@CMP DGCB@Ottawa-Hull; Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Ram.Singh@tbs-sct.gc.ca; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: OVERDUE: For review and acceptance: Draft Amendment to IRP Contract

Good morning

As noted below, feedback on the attached draft amendment was requested by COB yesterday. Provision of comments and/or acceptance by 1:00 today would be appreciated.

2010-11-23

001143

<<AMENDMENT 001_Rev2c4b.doc>>

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA | SPID, AB

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

From: Tamara Chamberlain

Sent: Monday, February 01, 2010 4:38 PM

To: CELINE.BEDARD@forces.gc.ca; LYNNE.MCKENNA-FLEMING@forces.gc.ca; 'Dan.Danagher@tbs-sct.gc.ca'; Claudia.Zovatto@tbs-sct.gc.ca; 'Francine Deleseleuc'

Cc: 'ERIC.KAHLER@forces.gc.ca'; 'Ram.Singh@tbs-sct.gc.ca'; Ray Duguay; Scott Leslie; Jérôme Thauvette; Stephane Chevrier

Subject: For review and acceptance: Draft Amendment to IRP Contract

Good day

1. As you are aware, the Service Effective Date (SED) for the new IRP Contract was 1 December 2009. To date, a number of revisions to the SOR have been identified by the TA, the Departmental Authorities and the Contractor in order to clarify the requirements.

2. The attached draft amendment has been prepared in order to formally incorporate the noted clarifications. The changes are primarily administrative in nature and there is no impact to the face value of the contract. There is no change to the Firm All-Inclusive Administrative Fee set out in the Contract.

<< File: AMENDMENT 001_Rev2c4b.doc >>

3. Note, the draft amendment includes a revision related to the BOP for files transferred from the old contract only.

- **CF** - The proposed modification would include approximately 961 transferred files aged less than 60 days at SED whose omission was unintended during the RFP. This results in the Contractor not being paid for services provided under the previous contract or new contract.

Note: Had a new supplier won this contract, they would have received compensation similar to what is being proposed.

- **RCMP/GOC** - The proposed modification would revise the percentage to be paid on files transferred based on their age at SED. This revision would ensure RCMP/GOC users do not pay more than 100% of the previous contract's administrative fee for files initiated under the previous contract but completed under the new. Approximately 2,341 ongoing RCMP/GOC files were transferred at SED. This results in approximately \$60K less fees being paid by RCMP/GOC users if incorporated.

4. As members of the DG Management Board, you are requested to review and provide your comments/agreement with the proposed revisions in order that the draft can be sent to the Contractor for final review.

5. A response is requested by COB on 4 February 2010.

6. Should you have any questions or clarifications, do not hesitate to contact myself (819-956-5898) or Stephane Chevrier (819-934-0961).

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

Direction des initiatives spéciales d'approvisionnements | Special Procurement Initiatives Directorate

Direction générale des Approvisionnements | Acquisitions Branch

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

<< OLE Object: Picture (Metafile) >>

Singh, Ram

From: Singh, Ram
Sent: March 5, 2010 5:26 PM
To: Danagher, Dan; Graham, Don; Zovatto, Claudia
Cc: Singh, Ram
Subject: Fw: BGRS Administration fees for Employee-requested Relocation

This thing is becoming a problem folks - depts are angry about paying a 400% increase in fees. Now with the new budget we are going to have a bigger issue!

R

From: Eliane Savard <Eliane.Savard@brookfieldgrs.ca>
To: Singh, Ram
Cc: Michel Bonin <Michel.Bonin@brookfieldgrs.ca>
Sent: Fri Mar 05 15:29:49 2010
Subject: FW: BGRS Administration fees for Employee-requested Relocation

Good afternoon Ram,

Can we please discuss on Monday?

Thank you,
 Eliane

Eliane Savard

Directeure, Service Clients | Director, Client Services
 Services gouvernementaux | Government Services
 Services globaux de relogement Brookfield | Brookfield Global Relocation Services
 Tél: | Tel : (613) 236-1682
 Téléc: | Fax : (613) 236-8231
 Eliane.Savard@brookfieldgrs.ca *** *Nouveau / New*

Brookfield

The information contained in this message is the property of an entity operating as part of Brookfield Residential Property Services and is intended only for the confidential use of the persons or entities to whom it is addressed. This message, together with any attachments, is proprietary and confidential, may contain inside information, and may be subject to the attorney-client privilege and/or the attorney work product doctrine. If the reader of this message is not one of the addressees set forth above: (a) the reader has received this message in error and is directed to destroy this message, together with any attachments, and notify the sender, and (b) any review, dissemination, use or distribution of this message or any attachments is prohibited. Thank you.

L'information contenue dans ce message est la propriété d'une entité opérant dans le cadre de Brookfield Residential Property Services et est destinée uniquement à l'usage confidentiel des personnes ou des entités à qui elle est adressée. Ce message, ainsi que toutes les pièces jointes, est privé et confidentiel, peut contenir des informations privilégiées, et peut être soustrait à la divulgation en vertu de la loi applicable. Si le récipiendaire de ce message n'est pas l'un des destinataires définis ci-dessus: (a) le récipiendaire a reçu ce message par erreur et est prié de détruire ce message, ainsi que les pièces jointes, et de notifier l'expéditeur, et (b) toute révision, diffusion, utilisation ou distribution de ce message ou des pièces jointes est interdite

From: Guitard Pierrette (NHQ-AC) [mailto:Pierrette.Guitard@CSC-SCC.GC.CA]
Sent: March 5, 2010 12:56 PM
To: Ram.Singh@tbs-sct.gc.ca
Cc: Eliane Savard; GEN-NHQ Finance Policy; Ouellette Jacqueline (NHQ-AC); Mitton Todd (NHQ-AC); Michel

Bonin

s.21(1)(a)

Subject: BGRS Administration fees for Employee-requested Relocation

s.21(1)(b)

Bonjour Ram

Thank you for your assistance with this matter.

Pierrette Guitard, CMA

Gestionnaire, Politiques financières
Manager, Financial Policy

Direction des Politiques, Pratiques et Systèmes financiers/
Financial Policy, Practices and Systems Directorate

Direction générale du Contrôleur ministériel/
Departmental Comptroller's Branch

SCC - CSC

6C-13, 340 Laurier Ouest / West

Ottawa, ON K1A 0P9

Tél. / Tel.: 613-943-2353

Télec. / Fax: 613-992-8443

Courriel / E-mail: pierrette.guitard@csc-scc.gc.ca

Graham, Don

From: Singh, Ram
Sent: March 8, 2010 9:14 AM
To: 'Eliane Savard'; ray.duguay@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Cc: eric.kahler@forces.gc.ca; Michel Bonin
Subject: RE: Communiqué for Departmental National Coordinators and RCMP Reviewers
Importance: High

I am approving this in bilingual dissemination only. In future this should go to the TA who has the authority to approve it – PWGSC has removed the authority from TBS despite the fact it has to do with GOC and RCMP.

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: Eliane Savard [mailto:Eliane.Savard@brookfieldgrs.ca]
Sent: March 7, 2010 10:27 AM
To: ray.duguay@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca; Singh, Ram
Cc: eric.kahler@forces.gc.ca; Michel Bonin
Subject: Communiqué for Departmental National Coordinators and RCMP Reviewers
Importance: High

Good morning,

Can we please have your approval to send the below communiqué to Departmental National Coordinators and RCMP Reviewers? As always, we will ensure it is translated prior to distribution.

Best regards,
 Eliane

As part of the ongoing efforts by Brookfield Global Relocation Services (Brookfield GRS) to assist you with the upcoming Government fiscal year end exercise, we would like to share with you additional steps that we are taking over the course of March to assist Departmental Regional Coordinators and Reviewers with the administration of IRP files.

- To keep each billing contact informed of what invoices are to be expected, for each billing run processed, a **spreadsheet of the invoices generated** will be sent via e-mail by Stephanie Sliwinski, National Coordinator, Client Accounts, to the attention of the billing contact on file. This spreadsheet provides Coordinators and Reviewers the opportunity to proactively review the invoice via the QuickView module in the secure website, www.relo dialogue.com.

- To allow Regional Coordinators and Reviewers to quickly action all invoices, we have scheduled a **minimum of 1 billing run per week**, with the final special billing run on March 30, 2010.
- To reduce timely receipt of final invoices, final account summaries and reimbursement cheques, if required, at the departmental office, we will be sending **the invoices and closed files under separate cover**. The aforementioned spreadsheet will ensure that adequate tracking is in place for the mailing of those files.
- To ensure that Coordinators and Reviewers are in receipt of **past invoices** and that they have not been misplaced or payment were lost in transit, a list of all invoices issued prior to March 2010, where payment has not been received to date, will be forwarded to the responsible Departmental Coordinator/Reviewer.
- To assist Departments with **reimbursement cheques**, and because many reimbursement cheques must be processed prior to March 31, 2010, a list of all cheques that have been issued in the past, yet remain uncashed, will be forwarded via e-mail. This step will ensure the cheque has been forwarded to your appropriate receivables Department and if required due to a cheque being lost, a replacement cheque can be re-issued in time to be processed for March 31, 2010.

Should a Coordinator/Reviewer not be able to locate a past invoice or wish to view an invoice prior to the receipt of the original, we invite them to print a copy using the Quickview module located in the secure website, www.relo dialogue.com . **Quickview** is located in the Program Admin section of the website. For further information on how to access Quickview, Coordinators/Reviewers can click on the User Tips and Tricks link, located below the search box on the top left hand corner of the webpage. This link will bring them to the Resource Library section, where they will be able to find the complete user guide to the secure website.

We hope that the special measures we are taking will assist you in meeting your goals during this crucial fiscal year-end exercise. As always, please do not hesitate to contact Stephanie should further assistance related to invoicing be required, she can be reached at the following coordinates:

Stephanie Sliwinski
National Coordinator, Client Accounts | Coordonnatrice nationale, Comptes-clients
Government Services | Services gouvernementaux
Brookfield Global Relocation Services | Services globaux de relogement Brookfield
Telephone | Téléphone 416.386.6065
Fax | Télécopieur 416.510.5651
Stephanie.Sliwinski@brookfieldgrs.ca

Montplaisir, Lise

From: Singh, Ram
Sent: March 23, 2010 7:38 PM
To: Zovatto, Claudia; Graham, Don; Danagher, Dan
Subject: Fw: TPSP Rate Changes

FYI - as I thought

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: Singh, Ram; DANIEL.TUPLING@forces.gc.ca <DANIEL.TUPLING@forces.gc.ca>
Cc: Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>; ERIC.KAHLER@forces.gc.ca <ERIC.KAHLER@forces.gc.ca>; ray.duguay@rcmp-grc.gc.ca <ray.duguay@rcmp-grc.gc.ca>
Sent: Tue Mar 23 16:26:24 2010
Subject: RE: TPSP Rate Changes

Dan

This may be a good topic for discussion with Brookfield at the first PRM in order to understand how they would propose to deal with such a situation.

Based on the structure of the contract, Brookfield cannot force a TPSP to accept a rate lower than the ceiling rate - the fees were bid in a competitive environment and at the time the contract was awarded, the rates were considered fair and reasonable. As such, they can only enforce the requirement for the ceiling not to be exceeded. This is always a potential risk in contracting, regardless of the type of contract, since the rates are locked in once bid. This same risk (as well as the referenced clause) existed under each of the previous contracts as well. Sometimes a change in fees are in your favour but the opposite may also occur.

If a supplier signs on as TPSP based on the established ceiling rates, it is their business decision as to what rate they will charge, provided it does not exceed the ceiling. The M/E does however, have the opportunity to select a supplier not listed in the Directory. As such, if the industry is charging less and the TPSP wants the business, they will (most likely) meet or exceed the industry standard. This may not always be the case, but logically, if they want to earn the commission they will attempt to be competitive. If those non-participating suppliers are offering higher rates, then those on the Directory would, of course, be the logical choice.

If the hypothetical situation you have presented were to arise in the future, we could certainly request Brookfield advise M/Es of the likelihood when providing counselling. Further, if market conditions change so drastically that Canada begins to incur significantly higher costs than the average person (albeit at or below the ceiling rate), then there is nothing preventing us from discussing the situation with the contractor. Alternatively, it may be worthwhile considering what could also be done internally to deal with the situation. Perhaps it is something that could be addressed by policy via a policy notification to ensure the M/E also does everything they can to ensure relocation costs are minimized, (i.e. could the policy require an M/E to multiple quotes). I certainly am not saying that is something that could be done, but it is certainly something to consider to deal with the situation were it to arise.

With respect to the verification of the rates, the referenced clause indicates that the contractor is required to "make every effort" to ensure the average billed is less than the ceiling. I fail to see how the average could ever exceed the ceiling rate as the most a TPSP can be paid (or M/E reimbursed) is the ceiling rate. I do however, see there is potential that the average over the life of the contract could be equal to the ceiling. If that is the case, the contractor would need to be able to show what efforts were made to keep the average below the ceiling rate.

As has always been the case for the IRP, the individual departments are responsible for verifying that the rates billed/reimbursed do not exceed the ceiling rates when they receive the invoice (or the ZBA report for the CF) for reimbursement from the contractor. Moreover, the Contractor must ensure these rates are not exceeded why they pay the TPSP invoice or reimburse the M/E. The M/E is therefore responsible for anything over the ceiling rate. As there is a requirement for them to make the effort, it is our right to ask them to report on it and justify it, if/as required.

Hope this helps. We can certainly discuss further.

19/01/2011

001151

et Explorer provided by FIN/TBS

Merci / Regards,

Tamara Chamberlain

Gestionnaire p.i. / A/Manager

DISA, DGA, TPSGC | SPID, AB, PWGSC

11, rue Laurier, Portage III, 12C1, Gatineau QC K1A 0S5 | 11 Laurier Street, Portage III, 12C1, Gatineau QC K1A 0S5

Courriel | Email tamara.chamberlain@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-956-5898

Télécopieur | Facsimile 819-956-8303

Gouvernement du Canada | Government of Canada

From: Ram.Singh@tbs-sct.gc.ca [mailto:Ram.Singh@tbs-sct.gc.ca]

Sent: Tuesday, March 23, 2010 10:55 AM

To: DANIEL.TUPLING@forces.gc.ca; Tamara Chamberlain

Cc: Stephane Chevrier; ERIC.KAHLER@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Ram.Singh@tbs-sct.gc.ca

Subject: RE: TPSP Rate Changes

Importance: High

My problem with this is that the TPSPs are private operators and what is there to force them to invoice at the IRP ceiling rates? With the possibility also that people are going to be able to use the multiple listing system many realtors may feel threatened of loss income and see this as a means of ensuring they get a certain level of income thus denying us any reductions! Who is going to ensure that **"the average billed over the life of the Contract is less than the ceiling price indicated."** PWGSC?

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et

Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes

Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives

Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

From: DANIEL.TUPLING@forces.gc.ca [mailto:DANIEL.TUPLING@forces.gc.ca]

Sent: March 23, 2010 9:29 AM

To: Tamara.Chamberlain@tpsgc-pwgsc.gc.ca

Cc: Stephane.Chevrier@tpsgc-pwgsc.gc.ca; ERIC.KAHLER@forces.gc.ca; Singh, Ram; ray.duguay@rcmp-grc.gc.ca

Subject: TPSP Rate Changes

Hi Tamara,

At contract award, we were very happy with the excellent TPSP rates negotiated (especially with Realtors) to the point that some sceptics were concerned that members using Brookfield TPSPs wouldn't receive the same level of attention as other real estate customers paying the old, higher rate. However, recent shakeups in the Real Estate industry have caused us some concern in the opposite direction, especially the possibility of lower real estate commissions across the board.

Please confirm my understanding that the following (taken from Annex B - BOP - of the contract at page 17 of 25) obliges Brookfield to provide TPSP service at rates

19/01/2011

001152

et Explorer provided by FIN/TBS

no worse than the industry standard/market rate; i.e. if the regular commission goes below the negotiated rate, we will not be forced to pay more than the regular commission:

2. Elements Subject to a Ceiling Price – Third Party Service Providers (TPSP) Invoices

2.1 The Ceiling Prices by province, as identified in Tables 2A through 2G below, will apply to all services provided by TPSP (including those performed by suppliers selected by the M/E) at the relocation origin or destination. **The Contractor must make every effort to locate and make available to M/E TPSPs offering the identified relocation services at less than the ceiling price so that the average billed over the life of the Contract is less than the ceiling price indicated.**
(emphasis added)

Thanks & Cheers,

Dan

Major F.R. Dan Tupling

DRBM ASO

Director Relocation Business Management - Advisory Services Officer

Fax/Télécopieur : (613) 992-3220 | ☎ (613) (996-0116)

<mailto:DANIEL.TUPLING@forces.gc.ca>

Montplaisir, Lise

From: Singh, Ram
Sent: March 25, 2010 10:10 AM
To: 'ERIC.KAHLER@forces.gc.ca'; ray.duguay@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Cc: Singh, Ram
Subject: RE: Amendment 001 - Brookfield Feedback

It is ok by me

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et
Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002

 Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: March 24, 2010 5:29 PM
To: Singh, Ram; ray.duguay@rcmp-grc.gc.ca; DANIEL.TUPLING@forces.gc.ca
Subject: Fw: Amendment 001 - Brookfield Feedback

For Ram and Ray please review the attached and provide concurrence. Of note are paras 5, 10, 12 and 14. Regret delay in sending over to you but I have been out of office for extended period.

Sent from my wireless handheld device / Transmis de mon appareil portable

From: Tamara Chamberlain <Tamara.Chamberlain@tpsgc-pwgsc.gc.ca>
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Cc: Brisebois MLN@ADM(Mat) D Maj Proc@Ottawa-Hull; Stephane Chevrier <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>
Sent: Wed Mar 17 08:34:05 2010
Subject: Amendment 001 - Brookfield Feedback

Eric

The attached draft contains suggested revisions and feedback provided by Brookfield via telecon. Please review and advise. There are a few items they would like to discuss further (primarily the changes to the clauses related to accrued interest), and they have therefore asked if these items could be removed from this amendment to allow for additional discussion and incorporation under a subsequent amendment. As a result, this would allow the remainder of Amendment 001 to proceed if all parties agree. FYI - I have submitted an additional question to our policy advisor on the interest component (for accrued and incurred interest) to determine the possibility of these items offsetting one another. I will advise once I hear back.

Brookfield has also responded to the requested GBS revisions with a proposed maximum number. I have asked them to explain the related costs to determine if the value of setting aside the SLAs would be a reasonable consideration.

Finally there are a few items that will also need to be reviewed by Ray and Ram as they are more specific to the RMCP and GOC. These include a modification to the revised dates under the MOP for the first advance and text related to the Primary Relocation File.

Perhaps we could discuss briefly this morning?

Merci / Regards,

Tamara Chamberlain

19/01/2011

001154

Singh, Ram

From: Singh, Ram
Sent: March 3, 2010 10:50 AM
To: Danagher, Dan; Graham, Don; Zovatto, Claudia
Cc: Singh, Ram
Subject: FW: Financial Summary Reporting
Importance: High
Attachments: image001.jpg; 39950001.pdf

I have been complaining about the process now in place for the new IRP Contract but no one is listening it appears. There are several issues on this entire system in place.

Under the new contract it PWGSC gets reports and query these reports with CF. the problem is that the reports carry expenses for every department. Has there been a change by Parliament or Cabinet or somebody where the direction is that PWGSC now reviews departmental expenses? The CF?

The attached speaks for itself.

D. Ram Singh
 Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst | Conseiller Principal en politiques et programmes
 Excluded Groups and Administrative Policies | Groupes exclus et politiques administratives
 Labour Relations & Compensation Operations | Relations de travail et opérations de rémunération
 Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
 Ottawa, Canada K1A 0R5
 613-957-9139 | Singh.Ram@tbs-sct.gc.ca | facsimile/télécopieur 613-952-3002



Treasury Board of Canada
 Secretariat

Secrétariat du Conseil du Trésor
 du Canada

Canada

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: March 3, 2010 10:37 AM
To: DANIEL.TUPLING@forces.gc.ca; ray.duguay@rcmp-grc.gc.ca; Singh, Ram
Subject: FW: Financial Summary Reporting

Do you have any comments you would like me to provide PWGSC on this report?

Eric Kahler
 Commander | capitaine de frégate
 Director Relocation Business Management | Directeur - Gestion des activités de réinstallation
 CF Integrated Relocation Program | Programme de réinstallation intégrée des FC
 Chief of Military Personnel | Chef du personnel militaire
 National Defence | Défense nationale
 Ottawa, Canada, K1A 0K2
 eric.kahler@forces.gc.ca
 Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220
 Teletypewriter (National Defence) | Téléimprimeur (Défense nationale) 1-800-467-9877
 Government of Canada | Gouvernement du Canada

From: Stephane Chevrier [mailto:Stephane.Chevrier@tpsgc-pwgsc.gc.ca]
Sent: Wednesday, 3, March, 2010 09:32 AM
To: Kahler Cdr EC@CMP DGCB@Ottawa-Hull
Subject: Financial Summary Reporting

Hi Eric,

We received the following from Michel yesterday. This is a contract requirement under article 7.1.3. We have some concerns with some of the amounts provided in the report and will request further clarification from Brookfield on those this morning. We will also request that IA's and cancellation fees be identified separately for tracking purposes. We would appreciate your thoughts, comments and suggestions on the attached report.

Regards,
Stephane

—
Stephane Chevrier

Spécialiste de l'approvisionnement | Supply Specialist

Direction des initiatives spéciales d'approvisionnement | Special Procurement Initiatives Directorate
Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada
11, rue Laurier, Gatineau QC K1A 0S5 | 11 Laurier Street,
Gatineau QC K1A 0S5
Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-934-0961
Télécopieur | Facsimile 819-956-5165

Gouvernement du Canada | Government of Canada



SVP pensez à l'environnement avant d'imprimer ce courriel

Please consider the environment before printing this email

From: Michel Bonin [mailto:Michel.Bonin@brookfieldgrs.ca]
Sent: Tuesday, March 02, 2010 4:18 PM
To: Stephane Chevrier; Tamara Chamberlain
Cc: Eliane Savard
Subject: Financial Summary Reporting

Good afternoon,

The requirement for a Financial Summary report to be generated quarterly is found under section 7.1.3 on page 10 of 25 of the IRP Contract. We have attached a draft report for your review and approval. The first columns represent the fees and taxes generated within the requested period by department and the last 2 columns represent the fees and taxes generated for the term of the contract up to the reporting date (December 1, 2009 to reporting date). All move types and fees are totalled together, there is no differentiation for IA fees or cancellation fees.

Let me know if this format meets your expectations.

Best regards,

Michel

Michel Bonin
Senior Vice President, Government Services
Brookfield Global Relocation Services
formerly Royal LePage Relocation Services

100 Sparks Street, Suite 801
Ottawa, Ontario K1P 5B7
Tel.: (613) 236-3011
Email: Michel.Bonin@brookfieldgrs.ca
Website: www.irp-pri.com

Michel Bonin
Vice-président principal, Services aux gouvernements
Services globaux de relogement Brookfield
anciennement Services de relogement Royal LePage
100, rue Sparks, bur 801
Ottawa ON K1P 5B7
Tél. (613) 236-3011
Courriel : Michel.Bonin@brookfieldgrs.ca
Site Web : www.irp-pri.com

This message, including any attachments, may be privileged and may contain confidential information intended only for the person(s) named above. If you are not the intended recipient or have received this message in error, please notify the sender immediately by reply email and permanently delete the original transmission from the sender, including any attachments, without making a copy. Thank you.

Ce message, y compris toutes ses pièces jointes, est peut-être privilégié et peut contenir des renseignements confidentiels destinés uniquement aux personnes dont le nom est indiqué ci-dessus. Si vous n'êtes pas le destinataire prévu ou si vous avez reçu ce message par erreur, veuillez en aviser l'expéditeur immédiatement, en lui répondant par courriel. Veuillez aussi supprimer définitivement le message original de l'expéditeur, y compris toute pièce jointe, sans faire de copie. Merci

FEE SUMMARY

Start Date: 1/1/2010

End Date: 1/31/2010

Brookfield

Client ID	Client Name	Fees	GST/HST	Contract To Date Fees	Contract To Date GST/HST
ACOA	Atlantic Canada Opportunities Agency			\$ 468.61	\$ 23.43
AGR	Agriculture and Agri-Food Canada	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
CAS	Courts Administration Service	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
CBSA	Canada Border Services Agency	\$ 897.60	\$ 44.88	\$ 1,236.47	\$ 61.82
CDND	National Defence-Civilian	\$ 336.60	\$ 16.83	\$ 336.60	\$ 16.83
CEAA	Canadian Environmental Assessment Agency	\$ 224.40	\$ 11.22	\$ 224.40	\$ 11.22
CFHA	Canadian Forces Housing Agency	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
CFI	Canadian Food Inspection Agency	\$ 224.40	\$ 11.22	\$ 109.67	\$ 5.48
CI	Citizenship and Immigration Canada	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
CIDA	Canadian International Development Agency	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
CSC	Correctional Service Canada	\$ 2,131.80	\$ 106.59	\$ 3,996.48	\$ 199.82
DFA	Dept. Foreign Affairs International Trade	\$ 336.60	\$ 16.83	\$ 336.60	\$ 16.83
DFO	Dept. of Fisheries & Oceans	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
DJC	Department of Justice Canada	\$ 224.40	\$ 11.22	\$ 224.40	\$ 11.22
DND	National Defence	\$ (106.40)	\$ (5.32)	\$ 311,112.34	\$ 21,568.34
ENV	Environment Canada	\$ 448.80	\$ 22.44	\$ 561.00	\$ 28.05
FIN	Department of Finance	\$ 224.40	\$ 11.22	\$ 224.40	\$ 11.22
HC	Health Canada	\$ 561.00	\$ 28.05	\$ 673.20	\$ 33.66
HRDC	Human Resources Development Canada	\$ 785.40	\$ 39.27	\$ 785.40	\$ 39.27
IA	Indian and Northern Affairs Canada	\$ 336.60	\$ 16.83	\$ 336.60	\$ 16.83

NPB	National Parole Board			\$ (114.73)	\$ (5.74)
NRC	National Research Council of Canada	\$ 336.60	\$ 16.83	\$ 336.60	\$ 16.83
NRES	Natural Resources Canada	\$ 224.40	\$ 11.22	\$ 336.60	\$ 16.83
PO	Passport Canada			\$ 539.64	\$ 26.98
PPSC	Public Prosecution Service of Canada	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
PW	Public Works and Government Services Canada	\$ 673.20	\$ 33.66	\$ 673.20	\$ 33.66
RCMP	Royal Canadian Mounted Police	\$ (698.06)	\$ (90.74)	\$ 35,026.60	\$ 1,926.63
SC	Statistics Canada			\$ 1,750.00	\$ 87.50
TBS	Treasury Board of Canada, Secretariat	\$ 112.20	\$ 5.61	\$ 112.20	\$ 5.61
TC	Transport Canada	\$ 224.40	\$ 11.22	\$ 221.87	\$ 11.09
Total		\$ 8,283.74	\$ 358.35	\$ 360,293.55	\$ 24,202.68

FEE SUMMARY

Start Date: 12/1/2009

End Date: 2/23/2010

Brookfield

Client ID	Client Name	Fees	GST/HST	Contract To Date Fees	Contract To Date GST/HST
ACOA	Atlantic Canada Opportunities Agency	468.61	23.43	468.61	23.43
AGR	Agriculture and Agri-Food Canada	112.20	5.61	112.20	5.61
CAS	Courts Administration Service	112.20	5.61	112.20	5.61
CBSA	Canada Border Services Agency	1236.47	61.82	1236.47	61.82
CDND	National Defence-Civilian	336.60	16.83	336.60	16.83
CEAA	Canadian Environmental Assessment Agency	224.40	11.22	224.40	11.22
CFHA	Canadian Forces Housing Agency	112.20	5.61	112.20	5.61
CFI	Canadian Food Inspection Agency	109.67	5.48	109.67	5.48
CI	Citizenship and Immigration Canada	112.20	5.61	112.20	5.61
CIDA	Canadian International Development Agency	112.20	5.61	112.20	5.61
CSC	Correctional Service Canada	3996.48	199.82	3996.48	199.82
DFA	Dept. Foreign Affairs International Trade	336.60	16.83	336.60	16.83
DFO	Dept. of Fisheries & Oceans	112.20	5.61	112.20	5.61
DJC	Department of Justice Canada	224.40	11.22	224.40	11.22
DND	National Defence	31112.34	21568.34	31112.34	21568.34
ENV	Environment Canada	561.00	28.05	561.00	28.05
FIN	Department of Finance	224.40	11.22	224.40	11.22
HC	Health Canada	673.20	33.66	673.20	33.66
HRDC	Human Resources Development Canada	785.40	39.27	785.40	39.27
IA	Indian and Northern Affairs Canada	336.60	16.83	336.60	16.83

NPB	National Parole Board	(114.73)	(5.74)	(114.73)	(5.74)
NRC	National Research Council of Canada	336.60	16.83	336.60	16.83
NRES	Natural Resources Canada	336.60	16.83	336.60	16.83
PO	Passport Canada	539.64	26.98	539.64	26.98
PPSC	Public Prosecution Service of Canada	112.20	5.61	112.20	5.61
PW	Public Works and Government Services Canada	673.20	33.66	673.20	33.66
RCMP	Royal Canadian Mounted Police	35026.60	1926.63	35026.60	1926.63
SC	Statistics Canada	1750.00	87.50	1750.00	87.50
TBS	Treasury Board of Canada, Secretariat	112.20	5.61	112.20	5.61
TC	Transport Canada	221.87	11.09	221.87	11.09
Total		360,293.55	24,202.68	360,293.55	24,202.68


Labelle, André

From: Ross, Sean
Sent: June 9, 2010 8:48 AM
To: Singh, Ram
Cc: Stever, Linda
Subject: RE: Meeting with Brookfield on June 23

Ram, I will look into this. However, there isn't much background information for me to go on from the trail of e-mails. Can you please tell me the full story or at least what you know of it?

Thanks.

Sean Ross
A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i., Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca
Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Tél'imprimeur 613-957-9090
Government of Canada | Gouvernement du Canada



From: Singh, Ram
Sent: June 7, 2010 4:09 PM
To: Ross, Sean
Cc: Singh, Ram
Subject: Fw: Meeting with Brookfield on June 23

Sean as per section 84/85 of the FAA I am submitting this matter to your attention.

The IRP has a specific contract with BGRS and DFAIT cannot conduct consultations for services without my participation and PWGSC's participation. Furthermore their requirement is subject to contracting and may involve retendering which places BGRS at a disadvantage over other suppliers and should cease immediately

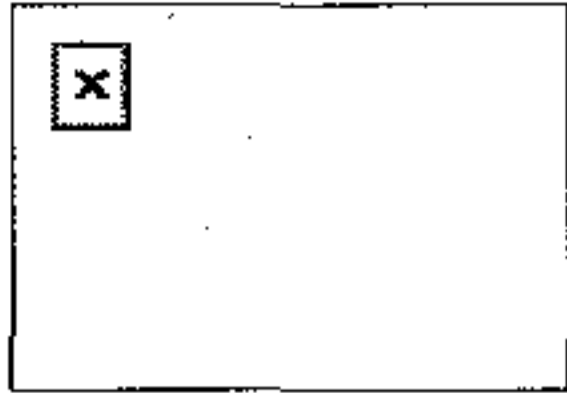
D Singh TBS

From: Susan.Dumouchel@international.gc.ca <Susan.Dumouchel@international.gc.ca>
To: Stephane.Chevrier@tpsgc-pwgsc.gc.ca <Stephane.Chevrier@tpsgc-pwgsc.gc.ca>
Cc: Singh, Ram; Stefanie.Beck@international.gc.ca <Stefanie.Beck@international.gc.ca>
Sent: Mon Jun 07 15:24:09 2010
Subject: RE: Meeting with Brookfield on June 23

Stephane,

At this point all that is being done is discussing destination services and what Brookfield might be able to provide in an international setting. This is fact finding, gathering information only. This does NOT relate to the IRP whatsoever and in fact relates to FSD 16 where the employer can provide the employee with an advance for a destination type service to assist them in finding suitable accommodation. There is no reason for Ram Singh to attend this meeting. If we did require TB to attend this meeting, we would have certainly invited Lynda Cavan as she is the person currently responsible for the FSDs at TB.

If I can be of any further assistance, please do not hesitate to contact me.



AED Intranet

Susan Dumouchel

Director / Directrice
FSD Client Centre (AES) / Centre de ressources sur les DSE (AES)
Tel : 613-995-9781 / Fax : 613-995-9335

Service Standards
Foreign Service Directives (FSDs)
FSD Forms On-Line

Normes de service
Directives sur le service extérieur (DSE)
DSE Formulaires en direct

Foreign Affairs & International Trade Canada / Affaires étrangères et commerce international Canada
125, promenade Sussex Drive - Ottawa (Ontario) K1A 0G2

From: Stephane Chevrier [mailto:Stephane.Chevrier@tpsgc-pwgsc.gc.ca]

Sent: June 7, 2010 2:04 PM

To: Dumouchel, Susan -AES

Cc: 'Ram.Singh@tbs-sct.gc.ca'

Subject: Meeting with Brookfield on June 23

Importance: High

Hi Sue,

I would like to have TBS and more specifically Ram Singh attend your meeting with Brookfield on June 23rd in NYC. TBS is the Program Authority for the Integrated Relocation Program, they also represent Government of Canada departments with the exception of CF and RCMP under the current IRP contract. It would be helpful having TBS understand your requirements seeing as they are the representative for GOC under the Integrated Relocation Program. Following the meeting, I will meet with Ram to determine next steps.

Regards,
Stephane

--
Stephane Chevrier

Spécialiste de l'approvisionnement | Supply Specialist

Direction des initiatives spéciales d'approvisionnement | Special Procurement Initiatives Directorate
Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada

11, rue Laurier, Gatineau QC K1A 0S5 | 11 Laurier Street,

Gatineau QC K1A 0S5

Stephane.Chevrier@tpsgc-pwgsc.gc.ca

Téléphone | Telephone 819-934-0961

Télécopieur | Facsimile 819-956-5165

Gouvernement du Canada | Government of Canada



SVP pensez à l'environnement avant d'imprimer ce courriel

Please consider the environment before printing this email

evrier
07, 2010 11:42 AM
hel@international.gc.ca'
09 RFP

Hi Sue,

Further to our call this morning, here is a copy of the 2009 RFP for the Integrated Relocation Program that was issued on April 29, 2009.

I would like to suggest a follow-up call to discuss the outcome of your June 23rd meeting with Brookfield. It will be important for DFAIT to have discussions with PWGSC as the Contracting Authority and TBS as Program Authority about your relocation requirements moving forward. This will help ensure that a proper decision is made to help you meet your requirements. I can help

2011-02-03

001163

facilitate such a meeting if you would like.

As discussed, this file is extremely sensitive and we need to ensure that proper due diligence is conducted and followed as it relates to the procurement strategy.

Regards,
Stephane

Stephane Chevrier

Spécialiste de l'approvisionnement | Supply Specialist

Direction des initiatives spéciales d'approvisionnement | Special Procurement Initiatives Directorate
Travaux publics et Services gouvernementaux Canada | Public Works and Government Services Canada
11, rue Laurier, Gatineau QC K1A 0S5 | 11 Laurier Street,
Gatineau QC K1A 0S5
Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Téléphone | Telephone 819-934-0961
Télécopieur | Facsimile 819-956-5165

Gouvernement du Canada | Government of Canada



SVP pensez à l'environnement avant d'imprimer ce courriel

Please consider the environment before printing this email

Labelle, André

From: Ross, Sean
Sent: June 11, 2010 1:58 PM
To: Singh, Ram
Cc: Stever, Linda
Subject: FW: Possible discussions with BGRS

Hi Ram,

Lets discuss this on Monday.

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i., Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: Stefanie.Beck@international.gc.ca [mailto:Stefanie.Beck@international.gc.ca]
Sent: June 10, 2010 12:54 PM
To: Ross, Sean; Graham, Don
Cc: Cavan, Lynda; Susan.Dumouchel@international.gc.ca
Subject: RE: Possible discussions with BGRS

Good afternoon,

I tried to call Sean, but you are out of the office today. I am happy to discuss in person.

I think there is a gross misunderstanding here. DFAIT is looking at a range of issues related to property abroad, including rental ceilings and moving towards more private leases abroad. Under FSD 16, there is an existing provision for employees to pay for the services of a "destination provider" who can give them advice on the local property market, the education facilities, spousal employment etc. There is nothing new about this, nor does it have any impact on the domestic relocation provisions for which Mr. Singh is apparently responsible.

(And incidentally, I have mentioned this before at the FSD WG A which TBS chairs, more than once).

We are doing due diligence to see what options there are out there and what it might cost, for our staff or for our organization. This is not being done in Canada, it is strictly for those abroad. Furthermore, we plan to review what several companies offer, not just BGRS.

These is one very preliminary meeting. There is no discussion of a contract or an extension of a contract in Canada.

I trust this clarifies matters. Should you have further questions, please let me know.

Stefanie

-----Original Message-----

From: Ross, Sean
Sent: June 10, 2010 9:48 AM
To: Dumouchel, Susan -AES
Cc: Graham, Don; Singh, Ram; Branchaud, Terra
Subject: Possible discussions with BGRS

Good morning,

It has just come to my attention that DFAIT has had exploratory talks with BGRS to gather information on costs, service offerings, etc. I understand that this is in the context of International relocations.

As you may be aware, the Treasury Board Secretariat is the Program Authority for the Relocation Program. As such, it would have been appropriate to speak with us initially so that we could have been apprised of your requirements and provide you with the necessary advice and guidance. Consequently, I would request that you refrain from further discussions with BGRS and that we arrange to discuss your requirements as soon as possible.

My assistant, Terra Branchaud will be happy to make arrangements for a meeting in person or via conference call. I will invite my Senior Policy Advisor (Ram Singh) and you can feel free to invite the appropriate members of your staff as well.

Thank you.

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i., Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

Labelle, André

From: Ross, Sean
Sent: June 16, 2010 9:06 AM
To: Singh, Ram
Cc: Branchaud, Terra
Subject: RE: IMETS Training.

What is the site location for the training? We should cost that too...

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i., Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur 613-957-9090 Government of Canada | Gouvernement du Canada

"Better government: with partners, for Canadians"

"Un meilleur gouvernement : avec nos partenaires, pour les Canadiens"

-----Original Message-----

From: Singh, Ram
Sent: June 16, 2010 9:04 AM
To: Ross, Sean
Subject: RE: IMETS Training.

Not a problem but taxi from the airport will be great u know!!

R

-----Original Message-----

From: Ross, Sean
Sent: June 16, 2010 9:03 AM
To: Singh, Ram
Subject: RE: IMETS Training.

Hi Ram,

I am informed that the cost of flying Porter is approximately \$450.00. A ticket on West Jet is approximately \$175.00 so I would recommend we go that way. Our training/travel budget is restricted this year and we need to be mindful of this.

Thanks for your understanding.

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i., Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Téléimprimeur

"Better government: with partners, for Canadians"

"Un meilleur gouvernement : avec nos partenaires, pour les Canadiens"

-----Original Message-----

From: Singh, Ram
Sent: June 15, 2010 8:48 AM
To: Ross, Sean
Subject: FW: IMETS Training.

As discussed

D. Ram Singh

Program Authority Integrated Relocation Programs | Responsable des Programme de réinstallation intégrée et Senior Policy and Program Analyst (Relocation) | Conseiller Principal en politiques et programmes (Réinstallation) Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien au CNM Compensation and Labour Relations | Rémunération et Relations de travail Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5 Singh.Ram@tbs-sct.gc.ca 613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Télécopieur 613-957-9090 Government of Canada | Gouvernement du Canada

-----Original Message-----

From: ERIC.KAHLER@forces.gc.ca [mailto:ERIC.KAHLER@forces.gc.ca]
Sent: June 14, 2010 4:45 PM
To: Singh, Ram; ray.duguay@rcmp-grc.gc.ca; Stephane.Chevrier@tpsgc-pwgsc.gc.ca
Subject: IMETS Training.

I met with Brookfield today on a few issues. One of the questions I was asked was would we be willing to fly to Toronto for the IMETS training? It is a one day training exercise and we could fly in and out the same day via Porter for a couple hundred dollars each. It would facilitate our access to data and make the training more realistic. Would all of you be amenable to that assuming you could get approval from your comptrollers? Please check if your org will fund this travel and advise, thanks.

Eric Kahler

Commander | capitaine de frégate

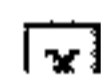
Director Relocation Business Management | Directeur - Gestion des activités de réinstallation CF Integrated Relocation Program | Programme de réinstallation intégrée des FC Chief of Military Personnel | Chef du personnel militaire National Defence | Défense nationale Ottawa, Canada, K1A 0K2 eric.kahler@forces.gc.ca Telephone | Téléphone | 613-996-1874 / Facsimile | Télécopieur 613-992-3220 Teletypewriter (National Defence) | Télécopieur (Défense nationale) 1-800-467-9877 Government of Canada | Gouvernement du Canada

Latelle, André

From: Ross, Sean
Sent: June 18, 2010 3:34 PM
To: Singh, Ram
Cc: Stever, Linda
Subject: FW: Possible discussions with BGRS

FYI...

Sean Ross
A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i., Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca
Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter | Télécopieur 613-957-9090
Government of Canada | Gouvernement du Canada



"Better government: with partners, for Canadians"

"Un meilleur gouvernement : avec nos partenaires, pour les Canadiens"

From: Stefanie.Beck@international.gc.ca [mailto:Stefanie.Beck@international.gc.ca]
Sent: June 18, 2010 9:39 AM
To: Ross, Sean; Graham, Don
Cc: Cavan, Lynda; Susan.Dumouchel@international.gc.ca
Subject: RE: Possible discussions with BGRS

Thank you for your advice. We are surprised PWGSC would have been concerned about an amendment since that is simply not a consideration.

We have turned off the meeting with BGRS to avoid any further consternation but will nonetheless be seeking more information from other service providers. We need to know what is out there.

Stefanie

From: Sean.Ross@tbs-sct.gc.ca [mailto:Sean.Ross@tbs-sct.gc.ca]
Sent: mardi juin 15 2010 17:31
To: Beck, Stefanie -AED; Don.Graham@tbs-sct.gc.ca
Cc: Lynda.Cavan@tbs-sct.gc.ca; Dumouchel, Susan -AES
Subject: RE: Possible discussions with BGRS

Hi Stephanie,

Thanks for this further clarification. I am sure you can appreciate our concern since we were consulted by PWGSC as to whether we would allow for a contract amendment under the IRP or support a re-tender process because BGRS services are currently being provided to uniform members of the CF abroad.

As you may be aware, the government developed its own relocation program and BGRS has been awarded a contract for services. Consequently, we strongly recommend that you refrain from conducting any further meetings with BGRS since this could risk the government being put in a negative position with prospective bidders in future.

2011-02-03

001169

Rather, I would suggest that you consult with us and/or PWGSC (our contracting authority) should you need technical information.

Regards,
Sean

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i.,
Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de travail
Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources
humaines
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca
Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter |
Téléimprimeur 613-957-9090
Government of Canada | Gouvernement du Canada

"Better government: with partners, for Canadians"

"Un meilleur gouvernement : avec nos partenaires, pour les Canadiens"

-----Original Message-----

From: Stefanie.Beck@international.gc.ca [mailto:Stefanie.Beck@international.gc.ca]
Sent: June 10, 2010 12:54 PM
To: Ross, Sean; Graham, Don
Cc: Cavan, Lynda; Susan.Dumouchel@international.gc.ca
Subject: RE: Possible discussions with BGRS

Good afternoon,

I tried to call Sean, but you are out of the office today. I am happy to discuss in person.

I think there is a gross misunderstanding here. DFAIT is looking at a range of issues related to property abroad, including rental ceilings and moving towards more private leases abroad. Under FSD 16, there is an existing provision for employees to pay for the services of a "destination provider" who can give them advice on the local property market, the education facilities, spousal employment etc. There is nothing new about this, nor does it have any impact on the domestic relocation provisions for which Mr. Singh is apparently responsible.

(And incidentally, I have mentioned this before at the FSD WG A which TBS chairs, more than once).

We are doing due diligence to see what options there are out there and what it might cost, for our staff or for our organization. This is not being done in Canada, it is strictly for those abroad. Furthermore, we plan to review what several companies offer, not just BGRS.

These is one very preliminary meeting. There is no discussion of a contract or an extension of a contract in Canada.

I trust this clarifies matters. Should you have further questions, please let me know.

Stefanie

-----Original Message-----

From: Ross, Sean
Sent: June 10, 2010 9:48 AM
To: Dumouchel, Susan -AES

2011-02-03

001170

Cc: Graham, Don; Singh, Ram; Branchaud, Terra
Subject: Possible discussions with BGRS

Good morning,

It has just come to my attention that DFAIT has had exploratory talks with BGRS to gather information on costs, service offerings, etc. I understand that this is in the context of International relocations.

As you may be aware, the Treasury Board Secretariat is the Program Authority for the Relocation Program. As such, it would have been appropriate to speak with us initially so that we could have been apprised of your requirements and provide you with the necessary advice and guidance. Consequently, I would request that you refrain from further discussions with BGRS and that we arrange to discuss your requirements as soon as possible.

My assistant, Terra Branchaud will be happy to make arrangements for a meeting in person or via conference call. I will invite my Senior Policy Advisor (Ram Singh) and you can feel free to invite the appropriate members of your staff as well.

Thank you.

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i.,
Consultation patronale/syndicale et soutien au Conseil national mixte Compensation and Labour
Relations Sector | Secteur de la rémunération et des relations de travail Office of the Chief
Human Resources Officer | Bureau de la dirigeante principale des ressources humaines Treasury
Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada Ottawa, Canada K1A 0R5
Sean.Ross@tbs-sct.gc.ca Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-
3279 / Teletypewriter | Télécopieur 613-957-9090 Government of Canada | Gouvernement du Canada

Labelle, André

From: Ross, Sean
Sent: September 22, 2010 2:25 PM
To: Singh, Ram
Cc: Stever, Linda; Graham, Don
Subject: RE: an IRP Back-gorunder

Thanks for this information Ram. It provides good background as to the history of the file. That said, I believe there are some other important pieces to be considered, such as:

1. With regard to the passage which states: "TB Ministers delegated the Overview Authority for the Program" – I expect we have this submission and related decisions letter in which this authority is delegated. Could you please provide me with same?
2. With regard to the Exception Authority you mention – is this the 2003 exception which granted DM's authority to approve exceptions up to 10K? If not, can you please elaborate?
3. In order to get a better appreciation on the magnitude, it would be good to know how many requests for exceptions you receive in a given month. If you could separate these by category (e.g. IA, extension of time limits, benefit extensions, etc) that would be most practical. And, I would appreciate your views on whether we could streamline/further delegate some of these to DH's.

I am happy to discuss.

Sean

Sean Ross

A/Senior Director, Union Engagement and National Joint Council support | Directeur principal p.i.,
Consultation patronale/syndicale et soutien au Conseil national mixte
Compensation and Labour Relations Sector | Secteur de la rémunération et des relations de
travail

Office of the Chief Human Resources Officer | Bureau de la dirigeante principale des ressources
humaines

Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Ottawa, Canada K1A 0R5

Sean.Ross@tbs-sct.gc.ca

Telephone | Téléphone 613-941-5381 / Facsimile | Télécopieur 613-952-3279 / Teletypewriter |

Téléimprimeur 613-957-9090

Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada

"Better government: with partners, for Canadians"

"Un meilleur gouvernement : avec nos partenaires, pour les Canadiens"

From: Singh, Ram

Sent: September 15, 2010 1:59 PM

To: Graham, Don; Ross, Sean
Cc: Stever, Linda
Subject: an IRP Back-gorunder

For your use

<< File: IRP - back grounder sept 2010.doc >>

R

D. Ram Singh
Program Authority Integrated Relocation Programs | Responsable des Programme de
réinstallation intégrée et
Senior Policy and Program Analyst (Relocation) | Conseiller Principal en politiques et
programmes (Réinstallation)
Union Engagement Coordination and NJC Support | Consultation patronale/syndicale et Soutien
au CNM
Compensation and Labour Relations | Rémunération et Relations de travail
Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada
Ottawa, Canada K1A 0R5
Singh.Ram@tbs-sct.gc.ca
613-957-9139 / Facsimile | Télécopieur 613-952-3002 / Teletypewriter | Tél'imprimeur 613-957-
9090
Government of Canada | Gouvernement du Canada



Treasury Board of Canada
Secretariat

Secrétariat du Conseil du Trésor
du Canada

Canada